

Smoking Policy

Updated: November 2015

Next revision date: November 2016

1. Objectives

- 1.1. To protect non-smoking staff and visitors from the effects of smoke inhalation.

2. Scope

- 2.1. To cover all activities carried out by Develop.

3. Key Principles

- 3.1. Develop takes the health and well-being of its staff very seriously and as such aims to protect non-smoking staff and visitors from the effects of smoke inhalation.
- 3.2. The building is entirely non-smoking and smokers are requested to smoke away from the building so as not to pollute the immediate environment, this includes the provision of staff choosing to use e-cigarettes.
- 3.3. All smoking staff are encouraged to consider participating in local smoking cessation sessions to help them overcome their addiction.
- 3.4. Smoking breaks may be taken in line with the general policy of “fresh air” breaks for all staff. This involves one break in the morning, one at lunchtime and one in the afternoon.

4. Staff Responsibility

- 4.1. All staff.
- 4.2. CEO has overall and final responsibility for all matters relating to the Smoking Policy.
- 4.3. The day-to-day responsibility for the Smoking Policy is delegated to the CEO, who will ensure that:-
 - a. Adequate resources are made available to implement this policy.

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Smoking Policy		\\developserver\Data\Company\Policies\Policies 2015-16	
Created by	Date issued	Version No	Approved by
Mark Pike	01/12/2015		Mark Pike

- b. Adequate arrangements are made to bring this policy to the notice of all staff, Learners, Learning Providers and visitors.
- c. The effectiveness of the policy and its arrangements are reviewed annually during the Manager's meeting.

5. Monitoring and Evaluation

5.1. This policy is liable to full equality impact assessment annually.

6. Supporting Documents

6.1. This policy should be read in conjunction with the following policies and procedures:-

- o Health and Safety Policy
- o Staff Employment and Work Life Balance Policy

Policy signed by CEO: *Mark Pike* **Date: 17/11/2015**

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