

Smoke Free Policy

Issue Date: 05.04.2019

Purpose

This policy has been developed to protect all employees, learners, clients, customers and visitors from exposure to second-hand smoke in order to comply with the Health Act 2006.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers or non-smokers within the same airspace does not completely prevent dangerous exposures.

Smoking at work

ELATT recognises that the provision of a working environment in which employees are relaxed and content, and where they feel safe, is conducive to good productivity and high morale. In accordance with the Health Act 2006 and subsequent legislation smoking is strictly prohibited in all enclosed and substantially enclosed premises within ELATT.

Employees wishing to smoke must do so only outside the building, well away from the main door and only during break times.

It is recognised that whilst some learners and visitors will wish to smoke, they must comply with the same rules as employees as detailed above.

Where functions are arranged it must be made clear that if these are to be held on ELATT's premises or at an external venue, the no smoking policy applies.

Appropriate 'no smoking' signs will be clearly displayed at the entrances to and within ELATT's premises.

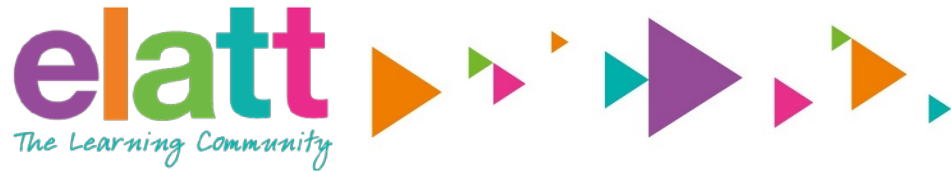
Failure to comply with the new law will be a criminal offence and therefore any employee contravening the smoke free law may be liable to a fixed penalty fine and possible prosecution. They will also be subject to disciplinary action.

E-cigarettes

While the UK law regarding smoking does not apply to e-cigarettes, ELATT have decided that employees, clients, customers, learners and visitors **may not** vape on company property, in company vehicles and at their workstations.

We decided that the same rules would apply to vaping as to smoking and so advise all employees, clients, customers, learners and visitors that they should only use e cigarettes in the areas outlined in the policy above.

If employees do not adhere to this policy regarding the use of e cigarettes then disciplinary action may be taken. Visitors or learners not adhering to the policy will be asked to comply or leave the premises.



Help to stop smoking

The NHS offers a range of free services to help smokers give up. Please visit <https://www.nhs.uk/smokefree/help-and-advice/support>.