



**GRIMSBY INSTITUTE GROUP**

# Group Smoke Free Policy

## Change Control

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## Revision History

<b>Version</b>	<b>Type</b>	<b>Date</b>	<b>History</b>

## **1. INTRODUCTION**

This policy has been developed to protect all staff, learners and visitors from exposure to second hand smoke, and to assist compliance with the Health Act 2006 and other associated Legislation.

Exposure to second hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

To ensure the Grimsby Institute Group (Group) provides a consistent message that, smoking or “perceived smoking” is unacceptable, this policy also applies to “e-cigarettes”(Electronic cigarettes) and other similar devices.

## **2. SCOPE**

This policy applies to all Group premises and to all staff, learners and visitors who occupy those premises.

## **3. POLICY**

It is the policy of the Group that all enclosed and substantially enclosed premises and workplaces are Smoke-Free without exceptions. This includes all Group vehicles, and that all staff, learners and visitors have the right to work, learn and socialise in a Smoke-Free environment.

This policy applies to all staff, learners and visitors and any other person(s) within Group premises and vehicles.

This policy came into effect on 01 July 2007 and will be regularly reviewed.

## **4. PREMISES**

Smoking is prohibited in all Group enclosed and substantially enclosed premises, workplaces and identified Smoke-Free areas at all times. Smoking is only permitted in external designated areas or smoking shelters, depending on the particular local site arrangements.

## **5. VEHICLES**

Smoking is prohibited in all Group vehicles at all times.

## **6. EMPLOYER DUTIES (Grimsby Institute Group)**

- Provide and display appropriate “No Smoking” signs as required by legislation.
- Ensure that staff, learners and visitors do not smoke in any places designated as Smoke-Free, including vehicles.
- Investigate complaints regarding smoking.
- Inform, consult, train staff and learners and communicate this policy to all as necessary.

## **7. STAFF DUTIES**

- To comply with the Smoke-Free policy.
- To ensure they do not interfere with “No Smoking” and “smoke Free” signs.
- To ensure learners and visitors do not smoke in Smoke-Free places and vehicles.
- To report to management any incidents of smoking in Smoke-Free places and vehicles.

## **8. LEARNERS AND VISITORS DUTIES**

- To comply with the Smoke-Free policy.
- To ensure they do not smoke in Smoke-Free places and vehicles.
- To ensure they do not interfere with “No Smoking” and “smoke Free” signs.

## **9. ENFORCEMENT**

Failure to comply with this policy by staff and learners may result in appropriate disciplinary procedures. Visitors or any other person who fail to comply with this policy will be asked to stop smoking and may be asked to leave the premises or vehicle if they fail to comply with any request. Everyone must be aware that, in addition to this policy the local council may take legal action against individuals who smoke in designated Smoke-Free places and vehicles.

## **10. SMOKING CESSATION ASSISTANCE**

This policy recognises that passive smoking can adversely affect the health of all staff, learners and visitors. It is not concerned with whether anyone smokes, but with where they smoke, and the effect that this has on non-smoking staff, learners and visitors.

On induction, staff, learners and visitors must be advised of the Groups rules and arrangements with regarding smoking and the use of e-cigarettes and, the possible consequences if they contravene these rules.

For help in quitting smoking: NHS SMOKEFREE Helpline

0800 0224332