

No Smoking Policy

1. Purpose

Purpose This policy has been developed to protect all employees, students, customers and visitors from exposure to second-hand smoke and to assist compliance with the No smoking law of July 2007. 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.

2. Policy

It is the policy of Shockout Academy that all of our workplaces are smoke-free and all employees have a right to work in a smoke-free environment. Smoking is prohibited throughout the entire workplace with no exceptions. This includes company vehicles. This policy applies to all employees, students, visitors, and contractors.

In addition, smoking is not allowed anywhere in sight of the main buildings and other premises used by Shockout.

3. Implementation

Overall responsibility for policy implementation and review rests with the Operations Manager. All staff are obliged to adhere to, and facilitate the implementation of the policy. The above Manager shall inform all existing employees, students and contractors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on induction/enrolment week. Appropriate 'No smoking' signs will be clearly displayed at the entrances to and within the premises.

4. Non Compliance

Disciplinary action will be taken against any member of staff or student who do not comply to the policy as mentioned in the Staff Handbook and Student Handbook.

Visitors or contractors will be highlighted the possible fines as outlined in the law.

5. Help to Stop Smoking

Support for smokers who want to stop will be provided by the Operations Manager or Student Support.

Sources of support are: Smokeline 0800 848484, the NHS website www.nhs.uk search for '*stop smoking*', the Public Health Department of your local NHS Board, or your local GP surgery.

Related Policies

Disciplinary Policy

Drugs Policy

Health & Safety