

HEMEL HEMPSTEAD DAY CENTRE LTD

Company Registered in England No: 1288177

Registered Charity No: 272688

HALF MOON YARD, HIGH STREET, HEMEL HEMPSTEAD, HP1 3AE

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1. ABOUT THIS POLICY

- 1.1 We are committed to protecting your health, safety and welfare and that of all those who work for us by providing a safe place of work and protecting all workers, service users, customers and visitors from exposure to smoke.**
- 1.2 All of our workplaces including our vehicles are smoke-free in accordance with the Health Act 2006 and associated regulations. All staff and visitors have the right to a smoke-free environment.**
- 1.3 This policy covers all employees, contractors, volunteers, casual workers, agency workers and Service users. Anyone visiting our premises or using our vehicles must comply with the smoking restrictions set out in this policy.**
- 1.4 This policy does not form part of any employee's contract of employment and it may be amended at any time.**
- 1.5 If you wish to suggest improvements to the policy or experience particular difficulty complying with it you should discuss the situation with your line manager.**

2. PERSONNEL RESPONSIBLE FOR THIS POLICY

- 2.1 Our board of directors (the board) COMMITTEE OR MANAGER (Sally Kingswell) has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. Day-to-day responsibility for operating the policy and ensuring its maintenance and review has been delegated to Janette Rowe (Team Leader).**
- 2.2 Managers have a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.**

3. WHERE IS SMOKING BANNED?

- 3.1 Smoking is not permitted in any enclosed or substantially enclosed premises within OR anywhere in our workplace. The ban applies to anything that can be smoked and includes, but is not limited to, cigarettes, electronic cigarettes, pipes, cigars and herbal cigarettes.**
- 3.2 No-smoking signs are displayed at the entrances to enclosed or substantially enclosed premises at our workplace.**
- 3.3 Anyone using our vehicles, whether as a driver or passenger, must ensure the vehicles remain smoke-free.**

4. WHERE IS SMOKING PERMITTED?

You may only smoke outside in designated area during breaks. When smoking outside, you must dispose of cigarette butts and other litter appropriately in the receptacles provided.

5. BREACHES OF THE POLICY

- 5.1 Breaches of this policy by any employee will be dealt with under our Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.**
- 5.2 Smoking in smoke-free premises or vehicles is also a criminal offence and may result in a fixed penalty fine and/or prosecution.**

CREATED: DECEMBER 2016

Reviewed and approved July 2017

Hemel Hempstead Day Centre Ltd is a non-profit making company 'Limited by Guarantee' the sole purpose of the company is to provide for the comfort and welfare of its members who are elderly residents of the Borough of Dacorum