



Highland Games

NO SMOKING POLICY

1.0 Introduction

1.1 The purpose of this policy is to help to create and maintain a healthy environment for the benefit of all staff and children. The Highland Games (HG) is committed to a non-smoking environment.

1.2 The Government has placed restrictions on smoking in public places and workplaces. The organisation also has both statutory and common law responsibilities for the Health and Safety of its staff and others whilst they are on premises used by the HG.

1.3 Successful implementation of this policy depends upon the clear understanding by all staff of their responsibilities to ensure a healthy environment for themselves and others.

1.4 In the preparation of this policy HG management has considered and sought to balance:

1. The Organisation's legal responsibilities
2. The freedom of individuals with the freedom of other staff and children who wish to be in a smoke free environment, and
3. The parental wish that their children are not exposed to smoking.

1.5 This policy applies to all staff, visitors, contractors, agency staff and members of the general public engaged in organisation activities. The policy replaces existing and previous organisation smoking policies.

2.0 Policy

2.1 Smoking is not permitted in any part of the rented for the purposes of HG. The definition of Buildings includes lifts, corridors, stairways, halls, toilets, staff and rest rooms, offices, classrooms, laboratories, theatres, halls, reception areas, decking, entrances and car parks.

2.2 Staff are expected to respect the organisation's neighbours and to

use their discretion not to smoke near their homes and the official entrances to the rented premises. The organisation requests that staff do not smoke in the presence of HG children at any time.

- 2.3 Smoking is not permitted in or on organisation vehicles and boats, whether owned or hired by the organisation.
- 2.4 The policy does not apply to private residential accommodation owned or leased by the organisation.
- 2.5 In order to be fair to everyone, staff who smoke are expected to ensure that they do not take longer or more frequent breaks than their non-smoking colleagues.

3.0 Implementation

- 3.1 This policy will be distributed to all members of staff and provided to all new employees.
- 3.2 Overall responsibility for ensuring that the policy is implemented rests with all staff. The Director is responsible for ensuring that staff are informed and are aware of this policy.
- 3.3 Signs will be put up to inform visitors that the organisation is a non-smoking site.
- 3.4 In the unlikely event of a member of staff not respecting this policy, the Director will attempt to resolve the situation. As smoking at HG premises is an offence, repeated or deliberate breaches of this policy by a member of staff will result in disciplinary action. Visitors and contractors who do not comply with this policy when requested will be required to leave the site.

4.0 Help for Those Who Smoke

- 4.1 The organisation will endeavour to provide assistance and support to staff who wish to stop smoking. The following quitting services are available:

1. Local NHS Stop Smoking Services – provides one to one advice, and details of drop-ins or group support. Telephone 0300 123 1044 (9.00am to 8.00pm), or go online www.nhs.uk/smokefree

5.0 Review of Policy

- 5.1 The implementation and operation of this policy will be reviewed annually by the Director.