

SMOKING POLICY

Overview

The company recognises there is a statutory smoking ban imposed throughout the UK where there are enclosed, and/or substantially enclosed workplaces - including work vehicles/company cars used by more than one person (even at different times), which places a legal responsibility on us to prevent people from smoking.

It should be noted that the company considers 'vaping' and the smoking of electronic cigarettes to be the same as smoking standard cigarettes or cigars in relation to this policy.

It is our policy to:

Take reasonable steps to ensure employees and others working, or visiting our premises, are aware that the premises and vehicles are legally required to be smoke-free.

Ensure no one smokes in smoke-free premises or vehicles.

Display at least one appropriate 'No Smoking' sign in the premises and in company vehicle cabs.

Assess any increased fire risk from employees or others gathering outside entrances to smoke or smoking surreptitiously.

If practical, to accommodate those staff and visitors who wish to smoke, provide an external safe smoking area, distant from combustible materials and with suitably designed bins or buckets for smoker's discarded materials – this will be frequently monitored and cleared of waste materials.

Consistently enforce the Policy and if necessary, eject visitors from the premises if the Policy is breached.

Inform employees and responsible managers that any breach of this policy will not only invoke the company disciplinary procedure but may also result in fixed penalty fines and possible criminal prosecution against not only those smoking, but also those allowing smoking within their area of control.

Principal legislation

Health and Safety at Work *etc.* Act 1974 (HSWA)
Management of Health & Safety at Work Regulation 1999 (As amended 2006)
Smoke-free (Premises and Enforcement) Regulations 2006
Smoke-free (Exemptions and Vehicles) Regulations 2007
Smoke-free (Penalties and Discounted Amounts) Regulations 2007
Smoke-free (Vehicles Operators and Penalty Notices) Regulations 2007
Smoke-free (Signs) Regulations 2012
Workplace (Health, Safety and Welfare) Regulations 1992 (as amended)
Regulatory Reform (Fire Safety) Order 2005 (FSO)

Signed

Print

Position

James Lloyd

Managing Director

Date 28th January 2026

Filename:	Smoking Policy	Produced by:	Jeremy Willis	Issue Version:	03
Reference:	PO18	Position:	H&S Manager	Issue Date:	August 2021
Category:	Policies	Signature:	J. A. Willis	Last Reviewed	January 2026