



SMOKE FREE POLICY

BADGER Group LTD
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Destroy All Previous Issues

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Contents

- 1 GENERAL PRINCIPLES AND SCOPE 1
- 1.1 Restrictions on Smoking 1
- 1.2 Visitors and Patients 1
- 1.3 Staff 1
- 1.4 Risk 1
- 1.5 Support for Smokers 1
- 2 INTRODUCTION AND IMPLEMENTATION OF THE POLICY 2
- 3 DISCIPLINARY ACTION 2
- 4 MONITORING AND REVIEWING 3

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Approval

Version	Name	Position	Signature	Approved Date
V2.0	S Longland	HR Employee Relations manager		13 Jan 2011
V2.0	Nick Farmer	CEO		
V2.1	Exec	Executive Team		May 2012

Glossary

Term	Description

1 GENERAL PRINCIPLES AND SCOPE

The aim of this policy is to:

- Protect the health of staff, patients, visitors and contractors.
- Ensure by continuing Badger policy that its buildings and vehicles remain smoke free.
- Require staff not to smoke whilst at work.
- Inform staff and managers of their responsibilities in respect of the policy.
- Support smokers to help them cope with increased restrictions or to stop smoking.

This policy will apply to all staff, patients, visitors, contractors and other persons who enter the premises of Badger.

1.1 Restrictions on Smoking

Smoking is not permitted in any part of Badger's premises, entrances, grounds or vehicles at any time, by any person regardless of their status or business with the organisation. This arrangement applies to **ALL** premises wherever Badger performs its business and where staff employed by Badger work. This also applies to the use of e-cigarettes

1.2 Visitors and Patients

Staff members are expected to inform patients or visitors of the policy, however, they are not expected to enter into any confrontation that may put their personal safety at risk.

1.3 Staff

It is not acceptable for staff to congregate in groups to smoke outside Badger's premises.

1.4 Risk

Staff must be very clear that going off site to smoke during their working hours may constitute a risk. This is especially of concern for staff who work during the hours of darkness and who choose to leave the premises to smoke outside the perimeters of the buildings and grounds.

Should staff take a decision to leave the grounds to smoke elsewhere they do so at their own risk. It is important to remind staff that they are responsible for their own health and safety, and especially when making decisions of this nature.

1.5 Support for Smokers

Badger recognises its duty towards employees who smoke. Information on stopping smoking, with support from local cessation services, will be provided for smokers. Additional information can be obtained in request from the Human Resources department.

2 INTRODUCTION AND IMPLEMENTATION OF THE POLICY

Implementation of this policy will commence on 01 January 2010.

Staff who do not comply with the policy will be interviewed by their line manager and referred to the Occupational Health Consultant for support and advice as appropriate.

Should an individual or group of individuals continue to infringe this policy after the implementation date, the manager should invoke disciplinary procedures as a means of securing adherence to the policy.

Responsibility for implementing the policy rests with the Chief Executive. Day to day responsibility for implementation lies with Directors and Managers.

Job advertisements will include reference to the Smoke Free Policy and indicate that adherence to it will form part of the contract of employment.

3 DISCIPLINARY ACTION

Any member of staff refusing to observe the policy will be liable to disciplinary action in accordance with Badger's Disciplinary Policy.

In the event of a breach of policy by a staff member, patient or visitor from other organisations, they should be asked to extinguish all smoking materials and be informed of the totally smoke free site policy. If they continue to smoke, the matter should be referred to the appropriate manager.

Any complaint relating to this policy from or on behalf of patients should be dealt with under the Complaints Procedure.

4 MONITORING AND REVIEWING

The following will be monitored:

- That prospective employees are advised of the policy.
- That the policy forms part of the induction programme.
- That job advertisements, job descriptions and contracts of employment refer to the non-smoking conditions.
- That there is adequate clear signage indicating that the entire site is smoke free.

NHS Smoking Helpline

0300 123 1044

www.nhs.uk/smokefree