

## Cloudwater Unit 9 - Smoking Policy

- Smoking is forbidden anywhere within the building & anywhere outside the building where smoke is likely to drift into the building through open windows or doors.
- This also includes the use of electronic cigarettes, which are prohibited wherever smoking is prohibited.
- Smoking is permitted only in the designated smoking area in front of the building.
- The duty manager will take steps to ensure that this policy is complied with during bar service opening hours. This is monitored by CCTV and checked by staff throughout opening hours.
- Any member of staff found to be in breach of this policy may be subject to disciplinary action.
- Any member of the public found to be smoking within the premises will be ejected.
- It is recognised that it would not be appropriate to totally exclude cigarette breaks or to put a restrictive number in place. However, smokers should be aware of the impact their breaks have on both their work & colleagues. As such smokers should limit their cigarette breaks during working hours by smoking before & after a shift or within designated break times. It will be the responsibility of the duty manager to monitor this & bring any concerns to the attention of the individual.
- Any member of staff who does smoke will ensure that they do not smell of smoke while serving customers, measures will be taken before commencing work after a break to remove the smell of smoke by washing hands & if necessary removing clothing which smells of smoke.
- It is an offence under the Health Act 2006 to smoke in a smoke free place & to fail to prevent smoking in a smoke free place.

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This document is to confirm that all staff have read & understood the smoking policy for Cloudwater Unit 9.

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