



H&S-013-1.0b Smoking Policy

August 2025

1. INTRODUCTION

MGTS recognises its duty to protect its staff, apprentices, and visitors from the effects of second-hand smoke. MGTS has a duty to comply with the Smoke Free legislation 2007 and is committed to creating a healthy and safe working environment and to promote the positive health and wellbeing of its users.

2. POLICY STATEMENT

Smoking including electronic cigarettes/ vaping is not permitted inside the MGTS building. All outdoor areas shall be smoke-free except for designated and clearly identified permitted smoking shelters.

The policy applies to all employees, apprentices, visitors, and contractors who come to MGTS.

3. IMPLEMENTATION

The Chief Executive is responsible for the implementation and maintenance of this policy. All staff are obliged to adhere to and support the implementation of the policy.

It is the responsibility of Managers, Tutors, and Staff to bring this policy to the attention of visitors and customers. In the event of a visitor or customer not complying with this policy, a manager will be requested to resolve the issues in question.

Employees with company vehicles are also required, by law, to display a 'no smoking' sign in their vehicle.

4. COMPLIANCE

If a member of staff or apprentice does not comply with this policy and smokes /vapes outside the designated areas, they should be reported to a manager.

Employee or apprentice non-compliance with this policy is misconduct and will be considered in accordance with the Disciplinary Procedure.

5. CONTACT INFORMATION

For queries regarding this policy:

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Policy Owner: CEO

Date	Summary of Changes	Version:	Author (Updated by):
04 August 2025	Previous policy (Policy Number 13) updated to new Document Control format.	1.0	Jordan Geoghegan Quality & Compliance Manager

Next Review: See Document Control Register

Policy Approved By:



David Bridgens
CEO
04.08.2025