

QBD.14 No Smoking & Vaping Policy

1. Purpose

Rayan Facilities Management Ltd is committed to protecting the health, safety and welfare of all employees, contractors, clients, service users, visitors and members of the public by maintaining a completely smoke-free working environment. This policy ensures compliance with the Health Act 2006, associated smoke-free regulations and relevant contractual, health and safety and environmental obligations.

2. Scope

This policy applies to all employees, contractors, agency workers, consultants, volunteers and visitors at any Rayan FM workplace, site or company vehicle.

3. Policy Statement

Smoking and vaping are strictly prohibited:

- Inside any building, enclosed or substantially enclosed area.
- Anywhere on client premises where Rayan FM staff are working.
- Inside any company, pool or hired vehicle used for work. Immediately outside entrances, exits, loading bays or fire exits.
- During working hours except during authorised breaks and only within designated external smoking areas where provided by the client.

This prohibition includes cigarettes, vapes, cigars, pipes, shisha, hookah and herbal cigarettes.

Where a client site is entirely smoke-free externally, employees must leave the premises before smoking or vaping.

4. Responsibilities

Directors:

- Maintain overall responsibility for this policy and ensure compliance.

Managers / Supervisors:

- Enforce this policy and communicate site-specific rules.
- Address and report any breaches.

Employees:

- Comply fully with this policy.
- Only smoke in designated areas and during authorised breaks.

- Never smoke in company vehicles or client vehicles.

5. Company Vehicles

Smoking or vaping is prohibited in all company vehicles. No-smoking signage will be displayed where appropriate.

6. Environmental Expectations (ISO 14001)

Employees must dispose of smoking waste safely and responsibly. Cigarette ends must not be dropped on client sites or create fire hazards.

7. Visitors and Contractors

All visitors and contractors must comply with this policy. Managers must communicate designated smoking areas where applicable.

8. Breaches of Policy

Breaches of this policy will be managed under the company disciplinary procedure and may constitute gross misconduct. Smoking in smoke-free premises or vehicles is a criminal offence and may result in fines or prosecution.

9. Support for Employees

Rayan FM will signpost employees to NHS smoking cessation support upon request.

10. Review

This policy will be reviewed annually or sooner if legislation or organisational requirements change.

Signed:



Siobhan Hamill
Managing Director
10/03/2026