

E14 – Smoking and Vaping Policy

Aims of this Policy

1. To be compliant with Section 2(2) of the Health and Safety at Work Act 1974 which places a duty on employers to 'provide and maintain a safe working environment which is, so far as reasonably practicable, safe, without risks to health and adequate as regards for their welfare at work.'
2. To provide an environment free of the vapours and chemical emissions of tobacco-based products, e-cigarettes and other electronic nicotine delivery products (ENDS).

Location of the Smoking Area

1. The designated smoking area is located one floor below the venue, immediately on the right as you exit the car park.
2. The smoking area is accessed via a lift from E14 venue going directly to the car park.

Access from E14 to the Smoking Area

1. There will be 'controlled' access to and from the smoking area.
2. Security will be stationed, at the lift entry doors at E14 (street/venue level), security will also be stationed at the lift entry doors in the car park (basement level).
3. Customers will be escorted from the lift in the car park (basement level) to the smoking area, located immediately on the right, as you exit the car park. Conversely, customers will be escorted from the smoking area to the lift in the car park. Security at the lift doors (street/venue level), will direct customers back to the venue.
4. If there are customers who prefer to use the stairs to and from the smoking area, security will ensure the customer(s) are personally escorted, via the stairs to and from the smoking area.

Customer Guidance

1. Smoking or the taking of any illicit substances on the premises or in the smoking area is strictly forbidden, and rigorous steps will be taken to address this matter i.e. immediate ejection and/or immediate contact with the Police.

2. No liquids or food will be allowed to leave the club or to be taken to the smoking area.
3. The smoking area will be well-lit and equipped with fire extinguishers and ashtrays to create a safe environment for patrons.
4. The smoking area will be regularly cleaned and maintained to prevent any fire hazards or safety risks.
5. The smoking area will not be accessible once the bar is closed, sufficient notice will be given prior to closure of the area.
6. Security in the car park area will ensure customers cannot access the smoking area after the agreed closing time. Security at the venue level lift access, will clarify with customers if they are leaving the venue or wanting to use the smoking area, the information given will then be conveyed to the security in the car park area.
7. In the event of an emergency, patrons must follow the instructions of venue staff and security personnel to evacuate the smoking area safely.
8. This policy is applicable to **ALL** persons entering the premises.

Security Locations (In relation to the Smoking Area)

1. X1 person stationed outside the lift at venue level (**Location 4**).
2. X1 person stationed outside the lift at the car park level (**Location 3**).
3. X1 person floating at car park level, patrolling the car park and escorting customers from the lift in the car park, to the smoking area and vice versa (**Location 2**). X1 person stationed near the smoking area (**Location 1**), will control the number of customers occupying the smoking area. If the smoking area is at or near capacity, the information will be conveyed to the person at **Location 4** who will control customer access to the lift at venue level (**Location 4**).
4. The person in location 4 (supported by the person floating), will address all matters relating noise nuisance/rowdiness, anti-social/aggressive behaviour. Actions taken may result in customers refused re-entry to the venue, in this instance (where practically possible), the person stationed near the smoking area (**Location 1**), will take the lead in coordinating transport (with support from the Duty Manager) for the person/persons refused re-entry to the venue.
5. It is envisaged that customers will endeavour to cooperate with security and E14 staff, to ensure the smooth running and enjoyment of the venue for all parties.

NB:

Customers using the car park (drivers and passengers), will use the same route, as those using the smoking area, that is accessing the lift/stairs. Car park users (drivers/passengers) will also receive the same escort service, as that given to those using the smoking area. The security person floating in the car park area, will assess if additional personnel are required in the car park area, and ensure that adequate control measures are in place, to address matters 'as is necessary'.

Date Created: 11th March 2024

Date for Review: 17th February 2025

Date reviewed:

Name of Reviewer (print):

Signature of Reviewer: