



No Smoking Policy

Name and address of the premises to which this policy applies

Introduction

This policy has been developed to protect all employees, service users, customers and visitors from exposure to passive smoking and to assist compliance with the Health Act 2006 and other legislation. The company recognises that health, safety and welfare of employees and anyone else directly affected by the company's operations are of prime importance.

Exposure to passive smoking increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

General Statement

This policy seeks to guarantee a healthy working environment and protect the current and future health of employees, service users, customers and visitors. This policy complies with current law and guarantees the right of non-smokers to breathe in air free from tobacco smoke. It also raises awareness of the dangers associated with exposure to tobacco smoke and takes into account of the needs of those who smoke and aims to support those who wish to stop.

Restrictions on Smoking

Smoking is not permitted in all parts of the company's premises, entrance or grounds at any time by any person regardless of their status or business with the company. This includes areas that are outside but form part of the company's premises.

Visitors

All visitors, contractors and deliverers are required to abide by the no-smoking policy. Staff members are expected to inform customers and visitors of the no-smoking policy politely but firmly to ensure that such visitors comply with the smoking ban. No members of staff are expected to enter into any confrontation which may put their personal safety at risk.

Vehicles

Smoking is not permitted by any person in any company vehicle (including pool vehicles) or any other vehicles being used on company business where the user does not have exclusive, unrestricted use of that vehicle. If an employee uses their own vehicle for company purposes, this vehicle would be exempt from the scope of this policy under the legislation.

Support for Smokers

The organisation understands that some of its employees may feel unwilling or unable to give up smoking. Such people may request permission from their immediate manager/supervisor to step outside the building/grounds during coffee/tea

breaks to smoke a cigarette. However they must return to their workplace at the due time.

It is recognised that all smokers will need to adjust to this policy and some may welcome some support. If you would like further information or advice about coping with this policy, or would like to use this opportunity to give up smoking, please contact _____

(Name of company medical advisor or other appointed person).

Help to Stop Smoking

The NHS offers a range of free services to help smokers give up. Visit www.gosmokefree.co.uk or call the NHS Smoking Helpline on 0800 169 0 169 for further details.

Disciplinary Action

Any employee who ignores the smoking ban will be treated in accordance with the company's disciplinary procedure and in the case of repeated offences, may be dismissed from the company's employ.

Employees are also reminded that it is a criminal offence for employees to smoke in smoke-free areas, with a fixed penalty of £50 or prosecution and a fine of up to £200.

Signage

The company displays signs that make it clear that smoking is prohibited on its premises. [These signs are located at *[list where signs are displayed]*.] The company also requires that no-smoking signs are displayed in those of its vehicles that are subject to the ban.

Maintaining this policy

The company will monitor the effectiveness of this policy and its general compliance within the organisation. This policy will be kept up to date and amend accordingly to reflect any changes in response to revised legislation and applicable standards and guidelines.

This policy is fully supported by the top management of the company. In support of this intent, the policy will be reviewed annually. The company will ensure that the necessary resources are given for the full implementation of this policy.