

Draft Workplace No Smoking Policy

Smoking policy for *(name of organisation)*

Effective from *(date)*

Review date

Introduction

Passive smoking – breathing other people’s tobacco smoke - has now been shown to cause lung cancer and heart disease in non-smokers, as well as many other illnesses and minor conditions.

Section 2(2)(e) of the Health and Safety at Work Etc. Act 1974 places a duty on employers to provide a safe working environment for employees that is:

“...safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.”

The employer acknowledges that breathing other people’s tobaccos smoke is both a public health hazard and a welfare issue. Therefore, the following policy has been adopted concerning smoking in *(name of organisation)*

General principles

This smoking policy seeks to guarantee non-smokers the right to work in air free of tobacco smoke, whilst also taking account of the needs of those who smoke.

All premises will be designated smoke-free from *(date)*

with a limited number of clearly marked separate smoking rooms.

Smoking will only be allowed in the separate rooms, which may not be used for any other purpose. Smoking whilst on duty will only be allowed during official break periods.

with a limited number of clearly marked areas/shelters positioned away from the building in order that smoke may not enter the building. Smoking will only be allowed in these designated areas/shelters, which may not be used for any other purpose. Smoking whilst on duty will only be allowed during official break periods.

Common areas

Smoking is not permitted in the following areas:

- Lifts
- Corridors
- Stairways
- Restaurant/Canteen
- Rest Rooms
- Toilets
- Reception Areas
- Entrances

- Car Parks
- Other Areas (*specify as necessary*)

Work areas

Smoking is not permitted in any work area. This applies to all offices, work areas, whether occupied by one person, or shared by two or more. Anyone who wishes to smoke must do so during official break periods and only in *designated smoking rooms/areas away from the building/shelters in the grounds.*

Smoking rooms/External areas/Shelters

Designated Rooms/External areas/Shelters are provided at (locations)

The employer will ensure that the smoking rooms/External Areas/Shelters are kept clean and properly ventilated. Contaminated air from the smoking rooms will not enter the general air circulating the rest of the building.

Vehicles

Smoking is not permitted in company vehicles. The policy of no smoking will apply in the car park.

Unions/Health and Safety representative

This policy has been devised in full consultation with all of those employees who are concerned with health and safety in this workplace. It enjoys the support of the relevant representatives.

Informing staff of the policy

The employer has informed staff 90 days in advance and will provide all members of staff with a copy of this policy upon their request.

Visitors and temporary staff

Visitors and temporary staff are expected to abide by the terms of this policy. The following arrangements have been made for informing them of its existence.

Adequate signage

Receptionist/Person greeting will inform the person of the policy, to be reinforced via the invitation letter or email if required.

Recruitment procedures

Job advertisements, job descriptions and interviews will include reference to this policy. On their appointment, all new staff members will be given a copy of this policy.

Help for those who smoke

This policy recognises that passive smoking adversely affects the health of all employees. It is not concerned with whether anyone smokes, but where they smoke, and the effect this has on non-smoking colleagues. However, it is recognised that the smoking policy will impact on smoker's lives.

In an effort to help individuals adjust to this change, the following help is being provided:

- Up to seven hours off to attend any course that will help smokers quit
- Smoking cessation support provided by The South and East Dorset SmokeStop Service.

Enforcement of the policy

Breaches of this policy will be subject to the normal disciplinary procedures.

Implementation, monitoring and review

Responsibility for implementing and monitoring this policy rests with senior managers. Twelve weeks notice will be given of the introduction of this policy.

Monitoring this policy will be carried out at three, six and twelve months following its implementation. A formal review of the policy will be conducted after 18 months. Trade unions and health and safety representatives will be consulted over the results of the monitoring and review.

Changes to the policy

Twelve weeks notice will be given of any changes made to the policy. Trade unions and health and safety representatives will be consulted in good time about any proposed changes.