

DRAFT SMOKING POLICY FOR (COMPANY NAME)

Effective from (date)

1 **Principles**

This policy is intended to:

- Protect everyone against the effects of secondhand smoke
- Promote health in the workforce
- Support those people who would like to quit smoking

2 **Background**

Breathing in secondhand smoke leads to:

- A 24% increased risk of contracting lung cancer in non smokers
 - A 23% and 25% increased risk of heart disease in smokers and non-smokers respectively
 - Cause or trigger asthma
-as well as many other illnesses and minor conditions.

3 **Current legislation**

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

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

Under European Legislation, smoking in a rest room where food is eaten is only permitted where there is a non-smoking alternative.

The Health Act 2006 requires enclosed workplaces to be smokefree; this will be enforced from 6am 1st July 2007.

4 **Policy**

The policy is being written with the employees' best interests in mind. The right of people to breathe clean air prevails over the right of the smoker to smoke.

*Smoking is not allowed in any part of the premises or grounds, including offices, corridors, toilets and car parks.

*Smoking is not allowed in any part of the premises of grounds except for in the restricted area(s) located at

.....
.....

*Smokers are requested not to smoke immediately outside any work base. This applies to staff, visitors and contractors.

*please delete as appropriate

5 Guidelines

*Staff based in premises not owned by (company name) are expected not to smoke in any part of the premises or grounds, including offices, corridors, toilets and car parks. If a smoking room is available they can use it. Smokers are requested not to smoke immediately outside any work base and to dispose of litter appropriately. If going out to smoke alone please refer to your organisations lone working policy – it may be best to go in pairs or to not take a handbag/briefcase.

*When attending meetings or other events at venues where smoking is permitted, employees are expected not to smoke.

*Smoking whilst on duty will only be allowed during break periods that are of equal length for smokers and non-smokers

*Management will allow smokers to have reasonable breaks provided these do not prevent them from satisfactorily carrying out their responsibilities and work duties, and that there is no significant loss in productivity. Time taken on smoking breaks will have to be made up, for example at the beginning or the end of the day.

*Work time must be made up for smoking breaks if the time taken exceeds the time taken in breaks by the non-smokers.

*If a company vehicle is used by more than one person it must be smoke-free at all times - even if the people are not in it at the same time.

6 Consultation

All views will be taken into account and a full employee consultation will take place where opinions can be raised. Once any changes have been brought in, employees will be given time to adjust to the changes.

7 Policy implementation

This policy is intended to benefit all employees and visitors and all employees are responsible for its continued implementation. Overall responsibility for ensuring the policy is implemented, monitored and reviewed rests with Manager. Information on the policy will be circulated to all staff
provided to all new employees;
included in the Health & Safety Policy*
included in Human Resources policy*

Signs will be put up where necessary to inform visitors. There will be no ashtrays or cigarette litter inside the building.

8 *Help for those who smoke

(organisation name) is committed to providing opportunities and support for staff that wish to give up smoking.

Staff interested in stopping smoking can get help by contacting Support to Stop Bristol on: Tel: 0117 959 5465, email **Supporttostop.Bristol@nhs.net**.

Requests for flexible working and/or time off to enable staff to attend smoking cessation services will be received sympathetically. Help to manage smoking during working hours is available through the same channels.

9 *Enforcement of the policy*

In the unlikely event of a member of staff not respecting the policy, their manager will attempt to resolve the situation informally in the first instance. Ultimately, repeated breaches of the policy will result in disciplinary procedures.

10 *Review of the policy*

A formal review of the policy will take place after three years. Twelve weeks notice will be given to all employees following any changes made to the policy.

Signed.....

Date.....