

SMOKING POLICY

Smoking policy for [name of organisation]
Effective from [date]

INTRODUCTION

Second hand smoke is a known health hazard. In 2004, the Government's Scientific Committee on Tobacco and Health (SCOTH) reported that the increased risk to non-smokers of lung cancer from exposure to second hand smoke was 24% and the increased risk of heart disease 25%.

Section 2(2) of the Health and Safety at Work Etc. Act 1974 places a duty on employers to:

Provide and maintain a safe working environment which is, so far as is reasonably practical, safe, without risk to health and adequate as regards to facilities and arrangements for welfare at work.

Under the Health Act, all enclosed and 'substantially enclosed' workplaces will be legally required to be smoke free.

The following policy has been adopted by [name of organisation] to take all possible steps to protect employees from second hand smoke exposure.

1. THE POLICY

1.1 From [date] smoking is prohibited in [name of organisation]'s premises and on the surrounding grounds, including the car park. Smoking is also prohibited in company vehicles, and in private vehicles if a passenger is carried. This applies to employees whether employed directly by [name of organisation], through an agency, by a contractor or other organisation, and visitors [any other users]. [Specify any outdoor areas provided for smokers if required.]

1.2 Employees who wish to smoke may do so in their own time during lunch breaks. Employees will not be permitted to smoke whilst carrying out their duties and responsibilities for [name of organisation].

1.3 The sale of tobacco will be prohibited in all [name of organisation]'s premises.

4. THE POLICY FOR THIRD PARTY PREMISES

4.1 Employees required to visit other premises, both commercial and domestic, as part of their duties should advise the visitee when arranging a visit of [name of organisation]'s smoking policy. Although [name of organisation] has a duty of care to protect its employees it cannot control the smoking policy on these premises. Employees should agree that the visitee arrange for a non-smoking area to be provided for the duration of the visit. Where this is not possible, employees should ask the visitee to refrain from smoking inside the premises or in the meeting area for one hour before the visit and that the visitee not smoke during the duration of the visit.

4.2 In circumstances where it is not possible to arrange a visit beforehand, employees should seek advice from their line manager, who should take all reasonable steps to protect them from exposure to second hand smoke.

8. IMPLEMENTATION AND ENFORCEMENT OF THE POLICY

8.1 Managers will be responsible for the promotion and maintenance of the policy by their staff. Managers will receive training and guidance regarding their responsibilities in relation to the policy and enforcement of it.

8.2 Employees should inform the appropriate manager of anyone who fails to comply with the policy.

8.3 There will be a three month lead-in period from [start date of policy] to [end date of lead-in period]. During this period employees not complying with the policy will be reminded of it by their manager and referred to Occupation Health for support and advice. Employees not complying with the policy after [end date of lead-in period], when the lead-in period is over, will be subject to the usual disciplinary procedure by their manager.

8.4 Visitors not adhering to the policy will be asked to comply or leave the site.

8.5 [Name of organisation] recognises that smoking is an addiction and wishes to support employees who want to stop. [Name of organisation] will give each employee who smokes, and wishes to stop, four hours paid time off to seek professional help from the local Stop Smoking Service, their GP or other recognised method of smoking cessation.

8.6 [Name of organisation]'s Occupational Health department will provide [smoking cessation support/information on free local stop smoking services].

8.7 All job advertisements will state that [name of organisation] operates a no-smoking policy.

8.8 All job applicants will be made aware of the policy via application packs, where a requirement to abide by it will be part of the person specification. Applicants will be reminded of the policy at interview stage.

8.9 A copy of the policy will form part of new employees' induction packs. Training and guidance on enforcing the policy will form part of new managers' induction process.

9. SUPPORT FOR THOSE WHO SMOKE

It is recognised that the smoking policy will impact on smokers' working lives. To help individuals adjust to this change, information on the free local NHS stop smoking service will be made available. Up to four hours paid leave may be taken by smokers to seek support to stop smoking.

10. REVIEW OF THE POLICY

The policy will be reviewed by [appropriate reviewer/review group] six months after the date of implementation and then 12 months from the date of implementation.