

SAMPLE SMOKEFREE POLICY

PURPOSE

This policy has been developed to protect all employees, service users, customers and visitors from exposure to secondhand smoke and to assist compliance with the Health Act 2006. Exposure to secondhand smoke 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.

POLICY

It is the policy of ...[NAME OF BUSINESS]... that all our workplaces are smokefree, and all employees have a right to work in a smokefree environment. The policy shall come into effect on [INSERT DATE] and will be reviewed after [INSERT DURATION IN MONTHS OR YEARS]. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors.

(Where you have provided a smoking shelter or an area that is substantially open to the air for your staff and customers, mention it here)

IMPLEMENTATION

Overall responsibility for policy implementation and review rests with [INSERT NAME OF MANAGER OR ANY DESIGNATED PERSON IN CONTROL OF THE BUSINESS]. However, all staff are obliged to adhere to, and support the implementation of the policy. The person named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment/induction. Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smokefree vehicles. [INCLUDE OTHER MEASURES TO BE TAKEN TO COMMUNICATE THE POLICY TO STAFF E.G. NOTICE BOARD]

NON-COMPLIANCE

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smokefree law may also be liable to a fixed penalty fine and possible criminal prosecution.

HELP TO STOP SMOKING

The NHS offers a range of free services to help smokers give up. Visit gosmokefree.co.uk or call the NHS Smoking Helpline on 0800 169 0 169 for details. Alternatively you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service. [INCLUDE OTHER STOP SMOKING SERVICES LOCAL TO YOU]

Signed.....

Date.....

On behalf of the Company.....