

NO-SMOKING POLICY

Company name: _____

Address: _____

Phone number: _____

Introduction

Second-hand smoking (breathing in other people's tobacco smoke) has been shown to cause cancers, heart and respiratory disease in non-smokers.

The Health and Safety at Work Act (1974) places a duty on employers to provide a working environment that is: '**safe, without risks to health**'

'**Insert company name**' acknowledges that second-hand tobacco smoke is both a public and work place health hazard and has therefore introduced this no-smoking policy.

Aims of the Policy

The policy seeks to:

- ⊗ Guarantee a healthy working environment and protect the health of employees, customers and visitors
- ⊗ Ensure non-smokers can breathe in clean air which is free from tobacco smoke
- ⊗ Comply with Health & Safety Legislation and Employment Law
- ⊗ Raise awareness of the dangers associated with exposure to tobacco smoke
- ⊗ Take account of the needs of those who smoke and to support those who wish to stop

Restrictions on Smoking

Smoking is not permitted in any part of the premises, entrances or grounds at any time, by any person regardless of their status or business with the organisation/company (you may choose whether or not to include following sentence – 'except by staff members in the designated areas which are clearly signposted').

Smoking will not be tolerated at entrances and exits and is not permitted in any of the following areas, lifts, corridors, stairways or wells, toilets, meeting or staff rooms or other areas (Edit as appropriate).

Visitors

All visitors, contractors and deliverers (Edit as appropriate) are required to respect this policy. Staff members are expected to inform customers or visitors of the no-smoking policy. However they are not expected to enter into any confrontation which may put their personal safety at risk.

Support for smokers

Information will be provided for smokers wishing to stop.

Disciplinary Action

Appropriate disciplinary action will be taken for any offences of this legislation. This will be decided on by the management. (May insert agreed disciplinary action here, e.g. first offence = verbal warning, second offence = written warning, etc)

Monitoring and reviewing

This policy will be reviewed annually to ensure that it continues to meet the aims. The No-smoking policy Co-ordinator is 'insert name of staff member' and he/she can be contacted at 'insert phone number/email/room number'.

All comments related to this policy should be directed
to the No-smoking policy Co-ordinator

Thank-you for you compliance