

# SMOKE-FREE POLICY

## Purpose

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the smoke-free provisions of the Health Act 2006

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not stop potentially dangerous exposure.

## Policy

It is the policy of Colvin Limited, that all of our workplaces are smoke-free and all employees have a right to work in a smoke-free environment. Smoking is prohibited throughout the entire workplace with no exceptions. This includes company vehicles. This policy applies to all employees, consultants, customers or members and visitors.

## Implementation

Overall responsibility for policy implementation and review rests with the directors. However, all staff are obliged to adhere to and to facilitate the implementation of the policy. The directors shall ensure that all existing employees, consultants, and contractors are aware of the policy and of their role in the implementation and monitoring of the policy. They will also ensure that all new personnel are given a copy of the policy on recruitment/ induction.

Appropriate 'No smoking' signs will be clearly displayed at or near the entrances to the premises.

## Non-compliance

Local disciplinary procedures should be followed if a member of staff does not comply with the policy. The following steps are recommended:

- Draw the person's attention to the 'No Smoking' signs and remind them that they are committing an offence. Politely ask them to stop smoking.
- Advise the person that it is also an offence for you to let anyone smoke.
- Explain to them that the business has a smoke-free policy to ensure a safe working environment for all staff and customers.
- If your warning is ignored, immediately ask them to leave the premises (and, where relevant, inform them where they can smoke).

Consistent offenders need to be aware that they will face disciplinary action for non-compliance, and that they are breaking the law.

## Help to Stop Smoking

The NHS offers a range of free services to help smokers give up. Call the free Smokefree National Helpline (0300 123 1044) to speak to a trained adviser, or search "NHS Smokefree" for more information.