

Smoke-free policy



Company:

Address:

Building use:

Name and contact details of Assessor:

Signed: (Assessor)

Date:

The Scottish Centre for Healthy Working Lives is endorsed by: the Confederation of British Industry (CBI Scotland), the Federation of Small Businesses (FSB), the Scottish Trades Union Congress (STUC), the Scottish Government, the Health and Safety Executive (HSE), NHS Scotland, the Convention of Scottish Local Authorities (COSLA), Jobcentre Plus, Scottish Enterprise and Highlands and Islands Enterprise (HIE).

The Scottish Centre for Healthy Working Lives is part of NHS Health Scotland. We provide information, advice and support on health and safety legislation, occupational health and health promotion. To arrange a workplace visit, call our advice line free on **0800 019 2211**. Alternatively, contact your local Healthy Working Lives team based in your NHS Board area. The contact details for each team are available at www.healthyworkinglives.com

Talk to the Healthy Working Lives experts FREE on:

0800 019 2211

www.healthyworkinglives.com



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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 Smoking, Health and Social Care (Scotland) Act 2005.

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 completely stop potentially dangerous exposure.

Policy

It is the policy of: (insert name of business)

that all of our workplaces are smoke-free and all employees have a right to work in a smoke-free environment. The policy shall come into effect on: (insert date)

and be reviewed on: (insert date)

by: (insert name)

Smoking is prohibited throughout the entire workplace with no exceptions. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors.

Any external areas where smoking is permitted must comply with the law. Details of where these areas are and when staff are permitted to use them can be outlined here:

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Implementation

Overall responsibility for policy implementation and review rests with: (insert name of manager or person in control of the premises)

All staff are obliged to adhere to, and facilitate 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 provide all new personnel with a copy of the policy on recruitment/induction.

Appropriate 'No smoking' signs will be clearly displayed at the entrances to and within the premises.

Non-compliance

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

Help to stop smoking

Support for smokers who want to stop will be provided: (provide local details here)

Sources of support are:
Smokeline **0800 84 84 84**, **www.canstopsmoking.com**, the Public Health Department of your local NHS Board, or your local GP surgery or pharmacy. Contact details can be found in your local directory.