



This Guidance Note is not a complete statement of the law. It is intended for general information only and is not a substitute for seeking specialist advice in particular circumstances. No responsibility for loss occasioned as a result of a person acting or refraining from acting in reliance on it, is accepted by the authors or by NYFVO.

This model policy is largely based on one produced by the NHS. It is not commended or otherwise by NYFVO. It is, however, recommended that all employers have a policy on this subject.

Model 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 Health Act 2006.

Exposure to secondhand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers within the same airspace does not completely stop potentially dangerous exposure.

Policy

It is the policy of.....that all our workplaces are smoke-free and all employees have the right to work in a smoke-free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes vehicles owned and/or operated by the company. This policy applies to all employees, contractors, customers, clients or members and visitors.

Implementation

Overall responsibility for policy implementation and review rests with (*insert name of manager*). However, all staff are obliged to-adhere to, and support the policy. The person named above shall inform all existing employees, and contractors of the policy and their role in the implementation and monitoring of the policy. They will also give new staff a copy of the policy on recruitment and/or induction.

Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smoke-free vehicles.

Non-Compliance

This organisation's disciplinary procedure will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke-free laws may also be liable to a fixed penalty fine and possible criminal prosecution.