

# Sample smoking policy

**Black, bold text provides the minimum requirements needed to comply with the smoke free legislation.** Additional green text is for organisations who wish to introduce additional restrictions on smoking, such as removing smoking breaks or adopting smoke free sites.

## SMOKING POLICY

Smoking policy for [name of organisation]  
Effective from [date]

### INTRODUCTION

Second hand smoke is a known health hazard. In 2004, the Government's Scientific Committee on Tobacco and Health reported that the increased risk to non-smokers of lung cancer from exposure to second hand smoke was 24% and the increased risk of heart disease 25%.

In provisions made under the Health Act 2006, all enclosed and substantially enclosed workplaces and public places will be legally required to be smoke free.

The following policy has been adopted by [name of organisation] to take all possible steps to protect employees from second hand smoke exposure and to comply with legislative requirements.

### 1. THE POLICY

- 1.1 From [date] smoking is prohibited in [name of organisation]'s premises **and on the surrounding grounds, including the car park.** Smoking is also prohibited in company vehicles used by more than one person, and in private vehicles if a passenger is carried. This applies to employees whether employed directly by [name of organisation], through an agency, by a contractor or other organisation, and visitors [include any other users]. [Specify any outdoor areas provided for smokers if applicable.]
- 1.2 Employees who wish to smoke may do so in their own time during lunch breaks. Employees will not be permitted to smoke whilst carrying out their duties and responsibilities for [name of organisation].
- 1.3 The sale of tobacco will be prohibited in all [name of organisation]'s premises.

### 2. THE POLICY FOR THIRD PARTY PREMISES

- 2.1 Employees required to visit other premises not covered by smoke free legislation as part of their duties (ie, domestic premises) should advise the visitee when arranging a visit of [name of organisation]'s smoking policy. Although [name of organisation] has a duty of care to protect its employees it cannot control the smoking policy on these premises. Employees should agree that the visitee arrange for a non-smoking area to

be provided for the duration of the visit. Where this is not possible, employees should ask the visitee to refrain from smoking inside the premises or in the meeting area for one hour before the visit and that the visitee not smoke during the duration of the visit.

- 2.2 In circumstances where it is not possible to arrange a visit beforehand, employees should seek advice from their line manager, who should take all reasonable steps to protect them from exposure to second hand smoke.

### **3. IMPLEMENTATION AND ENFORCEMENT OF THE POLICY**

- 3.1 Managers will be responsible for the promotion and maintenance of the policy by their staff. Managers will receive training and guidance regarding their responsibilities in relation to the policy and enforcement of it.
- 3.2 Employees should inform the appropriate manager of anyone who fails to comply with the policy.
- 3.3 Employees not complying with the policy will be referred to Occupational Health/their manager for support subject to the usual disciplinary procedure.
- 3.4 Visitors not adhering to the policy will be asked to comply or leave the premises or site.
- 3.5 All job applicants will be made aware of the policy via application packs, where a requirement to abide by it will be part of the person specification. Applicants will be reminded of the policy at interview stage.
- 3.6 A copy of the policy will form part of new employees' induction packs. Training and guidance on enforcing the policy will form part of new managers' induction process.

### **4. SUPPORT FOR THOSE WHO SMOKE**

- 4.1 [Name of organisation] recognises that smoking is an addiction and that the smoking policy will impact on smokers' working lives. [Name of organisation] wishes to support employees who want to stop and help individuals adjust to this change. [Name of organisation] will give each employee who smokes, and wishes to stop, four hours paid time off to seek professional help from the local NHS Stop Smoking Service, their GP or other recognised method of smoking cessation.
- 4.2 [Name of organisation]'s Occupational Health department/manager/owner will provide smoking cessation support/information on free local NHS stop smoking services.

### **5. REVIEW OF THE POLICY**

The policy will be reviewed by [appropriate reviewer/review group] six months after the date of implementation and then 12 months from the date of implementation.