



**NO SMOKING
POLICY**

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Introduction

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.

This policy recognises that 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. It is not concerned with whether anyone smokes, but with where they smoke and the effects it has on its staff and other members of the public.

In its aim to protect the health of staff members, visitors, contractors and other users of Aspire, Ryde, it is the policy of Aspire, Ryde that all workplaces are smoke free and all employees have a right to work in a smoke free environment. . This includes company vehicles and entrances to buildings.

Responsibility

The overall responsibility for policy implementation and review rests with the Project Leader/ CEO supported by the Health and Safety Adviser. All managers and staff are obliged to adhere to, and facilitate the implementation of the policy.

Management shall ensure all employees, service users, consultants and contractors are informed of the policy and their roles in implementation and monitoring of the policy.

All visitors and deliverers are required to adhere to the No Smoking policy. Staff members are expected to inform visitors and deliverers of this policy. However, they are not expected to enter into confrontations that may put their personal safety at risk.

Appropriate “No Smoking” signs will be clearly displayed at the entrances to and within the premises.

Smoking is not permitted in vehicles belonging to or leased by Aspire, Ryde, nor in staff private vehicles if ever used to carry members of staff or members of the public whilst carrying out Aspire Ryde duties.

Smoking is not be permitted in any communal areas, including corridors.

Smoking is only permitted in the designated outside smoking area in the café seating area next to the Bishops Walk entrance to the building This will be covered at induction.

All staff members are required to report any observed breaches. If staff members feel apprehensive about their own safety in regard to addressing the breach they will be supported by management as indicated in the Aspire, Ryde Whistle Blowing Policy. Any member of staff refusing to comply with the policy by smoking in

unauthorised areas will be liable to disciplinary action in line with the Aspire, Ryde Disciplinary Procedure.

Support for Smokers

Information on stopping smoking with support from local cessation services will be provided for smokers. The NHS Smoking Helpline number is 0800 169 0169. The helpline can offer advice and support on stopping smoking along with a website at www.givingupsmoking.co.uk or contact Human Resources who will provide information about Fresh Start.