

Company Name:	GPW Design Services Ltd
Model Policy No.	Policy 10013.1
Model Policy Name:	No Smoking Policy 10013.1
Date:	02/12/2016
Version:	1

Name and address of the premises to which this policy applies: GPW Recruitment, Worsley House, North Road, St Helens, Merseyside, WA10 2BL

1. General Statement

This policy has been developed to protect all employees, service users, customers and visitors from exposure to passive smoking and to assist in complying with the Health Act 2006 and any other relevant legislation. The Company recognises that the health, safety and welfare of employees and anyone else directly affected by the Company's operations are of prime importance.

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

This policy seeks to guarantee a healthy working environment and protect the current and future health of employees, service users, customers and visitors. This policy complies with current law and guarantees the right of non-smokers to breathe in air that is free from tobacco smoke. It raises awareness of the dangers associated with exposure to tobacco smoke whilst taking into account the needs of those who smoke and aiming to support those who wish to stop.

Whilst the use of e-cigarettes, personal vaporisers and electronic nicotine delivery systems (referred to collectively in this policy as "ENDS") falls outside the scope of smoke-free legislation, the long-term health effects of the use of these devices are unknown. The vapour from ENDS may be a source of irritation for employees, service users, customers and visitors and represent a health risk through passive consumption. [Some ENDS can also look like real cigarettes, particularly from a distance; this makes the Company's no smoking policy difficult to enforce and customers and visitors may form the impression that the Company does not comply with smoke-free legislation. The Company has decided that the use of ENDS will be covered by this policy as set out below.

As part of the organisation's induction process, new starters will be told about this policy and shown where it is located in the Company's shared drive. The Employee's immediate manager/supervisor is responsible for informing employees of this policy.

2. Restrictions on smoking

Smoking tobacco or any other substance and the use of ENDS is not permitted in any parts of the Company's premises, including the entrance and grounds at any time by any person regardless of their status or business with the Company. This includes areas that are outside but form part of the Company's premises.

3. Visitors

All visitors, contractors, work-seekers and deliverers are required to abide by the no-smoking policy. Staff members are expected to inform customers and visitors of the no-smoking policy politely but firmly to ensure that such visitors comply with the smoking ban. No members of staff are expected to enter into any confrontation which may put their personal safety at risk.

4. Vehicles

Smoking and the use of ENDS is not permitted by any person in any Company vehicle (including pool vehicles) or any other vehicles being used on Company business where the user does not have exclusive, unrestricted use of that vehicle. If an employee uses his or her own vehicle for Company purposes, this vehicle is exempt from the scope of this policy under the legislation.

5. Support for smokers

The Company understands that some of its employees may feel unwilling or unable to give up smoking. Those employees may request permission from their immediate manager/supervisor to step outside the building/grounds during coffee/tea breaks to smoke a cigarette. However they must return to their workplace at the due time.

It is recognised that all smokers will need to adjust to this policy and some may welcome some support. If you would like further information or advice about coping with this policy, or would like to use this opportunity to give up smoking, please contact the company Health, Safety and Environmental Officer.

Help to stop smoking

The NHS offers a range of free services to help smokers give up. Visit www.nhs.uk/smokefree or call the NHS Go Smokefree helpline on 0800 169 0169 for further information.

6. Disciplinary action

Any employee who ignores the smoking ban and found smoking or using ENDS on the Company's premises will be treated in accordance with the Company's disciplinary procedure and in the case of repeated offences, may be dismissed.

Employees are also reminded that it is a criminal offence for employees to smoke in any enclosed workplace or public building and may receive a fixed penalty of £50 or be subject to prosecution and a fine of up to £200.

Employees found to be taking smoking breaks including for the use of ENDS that are unreasonable in number or duration may also be subject to disciplinary action.

7. Signage

The Company displays signs that make it clear that smoking is prohibited on its premises. These signs are located at throughout the building including the main entrance to Worsley House. The Company also requires that no-smoking signs are displayed in those of its vehicles that are subject to the ban.

8. Maintaining this policy

Employees have the right to report breaches of this policy to a director. Any such reports will be treated in confidence where possible and any employee making a report will not suffer any detriment as a result.

The Company will monitor the effectiveness of this policy and its general compliance within the organisation. This policy will be kept up to date and amended accordingly to reflect any changes in response to revised legislation and applicable standards and guidelines.

This policy is fully supported by the top management of the Company. In support of this intent, the policy will be reviewed annually. The Company will ensure that the necessary resources are given for the full implementation of this policy.