

SMOKE FREE POLICY & PROCEDURES

SMOKE-FREE POLICY FOR WALKWAY COMMUNITY ASSOCIATION

PURPOSE

This aim of this policy is to protect all employees, customers and visitors from exposure to second hand smoke and to comply with the Smoking (Northern Ireland) Order 2006 which will be enforced by District Councils from 30th April 2007.

POLICY

It is the policies of WALKWAY COMMUNITY ASSOCIATION that all 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 30th April 2007 and be reviewed on 30th April 2008 by Rachael Davison (Centre Manager).

PREMISES

Smoking is prohibited throughout the entire workplace with no exceptions. However an area has been provided externally at the side of the building for those who wish to smoke. Receptacles will be provided for disposal of cigarette ends and other waste smoking materials.

EMPLOYER DUTIES

To display No Smoking Signs as requires by the legalisation.

To ensure employees, customers and visitors do not smoke in smoke-free places and vehicles.

To investigate complaints regarding employees, customers and visitors smoking.

To inform, consult and train employees on this policy.

EMPLOYEES DUTIES

To ensure that they or others do not interfere with no smoking signs.

To comply with the Smoke-Free Policy.

To ensure customers and visitors do not smoke in smoke-free areas.

To report incidents of smoking in smoke-free areas.

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CUSTOMER/VISITORS DUTIES

Customers are not permitted to smoke in smoke-free areas.

HELP FOR THOSE WHO SMOKE

This policy is not intended to stop people smoking but to regulate where they smoke and how it affects others. To help smokers adjust to the changes occurring they should contact the smokers helpline on 0800 858585 who can advice of local support services.

ENFORCEMENT OF THIS POLICY

Failure to comply with this policy will be dealt with through the organisations disciplinary procedures. Visitors or members of the public who breach the policy will be asked to stop smoking and will be asked to leave the premises if they fail to comply with this request. All breaches of this policy will be recorded in writing by the organisation. Be aware that, in addition to action taken under this policy, the local council may take legal action against individuals who smoke in smoke-free places or vehicles.

Signature: - _____

Position in organisation: - _____

Date: - _____