

Model 'Platinum' Smokefree Policy

The following (below) is a model for a 'Platinum' Smokefree Policy. Smokefree Wiltshire encourages all public premises/businesses/ organisations to make their external owned areas smokefree and gain a Platinum Smokefree Award.

Please adapt and change the content to suit your individual circumstances.

SMOKEFREE POLICY for(name of organisation)

Effective from (date):

Introduction

Secondhand smoke is both a public and workplace health hazard. This Smokefree Policy seeks to guarantee the right of all to breathe air free of tobacco smoke and to comply with smokefree legislation. Adequate signage will be displayed to inform employees, customers, clients and visitors of the smokefree status of the premises / business / organisation.

The Policy

Smoking is not permitted in any part of the premises or grounds at any time, by any person regardless of their status or business with the premises/organisation/company. This policy has been devised after consultation with appropriate individuals/staff/

Vehicles (if applicable)

To comply with smokefree legislation smoking is not permitted in company vehicles or vehicles used for company business, unless when used exclusively by a single individual.

Informing staff/public etc of the policy

This policy will be displayed in an appropriate place. Further copies of the policy are available on request (*contact:*). Policy will be made clear in Recruitment procedures (if applicable)

Visitors

All visitors, contractors, deliverers and temporary staff are expected to abide by the terms of this policy. The following arrangements have been made for informing them of its existence:

- Adequate signage
- Person greeting will inform of the policy (and by prior letter or email if applicable)

Help for those who smoke

Smokers who wish to quit can get free support from the NHS, free-phone help-line **0800 169 0169** or website www.gosmokefree.co.uk

Alternatively they can contact the **Wiltshire Stop Smoking Service** on **01380 733808**. Help can be provided in any area of Wiltshire.

Compliance

Staff breaches of this policy will be subject to normal disciplinary procedures, as stated in contract of employment. Others who flout the policy are subject to normal anti-social behaviour approaches.

Implementation and maintenance

Managers/supervisors are responsible for ensuring the implementation and maintenance of this policy. However all staff have a personal responsibility in ensuring their personal compliance and in ensuring that all those who enter the premises are made aware of the policy.

Comments, Complaints, Monitoring and Review

Comments or complaints related to this policy should be addressed to:

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This policy will be reviewed (*state the regularity*)

Changes to the policy

Twelve weeks notice will be given of any changes made to the policy. Trade unions and health and safety representatives will be consulted in good time about any proposed changes.

This policy was adopted by the management team at their meeting on (*state when*):