

1.8 SMOKE-FREE POLICY

Introduction;

This policy has been developed to protect all employees and visitors from exposure to second-hand smoke. The company acknowledges that non-smokers have a right to work in a safe and healthy environment and that exposure to second-hand smoke increases the risk of lung cancer and heart disease and causes or triggers asthma as well as many other illnesses and minor conditions. All employees must refrain from smoking outside the times and circumstances set out in this policy. The policy applies to all staff, visitors, contractors, consultants, customers, clients and other persons who enter the premises of this workplace.

As from 1st July 2007, smoking is prohibited in all places of public gathering including workplaces. It is the intention of the Company to comply fully with this requirement and therefore the conditions described below will come into effect from that date.

Policy Aims;

This policy seeks to:

- Guarantee a healthy working environment and protect the health of employees and members of the public by ensuring that all company workplaces are smoke-free.
- Comply with: the Health and Safety at Work etc Act 1974, under which employers have a general duty to protect, so far as is reasonably practicable, the health, safety and welfare of their employees; and the [Health Act 2006 OR Smoking, Health and Social Care (Scotland) Act 2005], which prohibits smoking in enclosed workplaces and public places.
- Raise awareness of the dangers associated with exposure to tobacco smoke.
- Take account of the needs of those who choose to smoke and to support those who wish to stop.

Restrictions on Smoking;

Smoking is prohibited at all times in all enclosed and substantially enclosed public or private areas in the workplace, including lifts, corridors, stairways, lavatories, rest rooms, reception areas or entrances. This applies to all persons, regardless of their status within the company or business with the company.

Staff;

Members of staff are only permitted to smoke whilst off duty (in official break times only) and in unenclosed designated areas.

Visitors;

All visitors, contractors, consultants, customers, clients and other persons who enter the premises of

these workplaces are required to abide by this smoke-free policy. All staff members are expected to make visitors aware of this policy and to ask any visitor who breaches this policy to extinguish all smoking materials. Visitors who continue to smoke should be reported to a manager.

Company Vehicles;

Smoking is prohibited in vehicles belonging to or leased by the company and in staff private

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Building Services – All Trades

vehicles if ever used to transport members of staff or members of the public whilst carrying out their duties as an employee.

Implementation;

W REILLY has overall responsibility for the implementation and review of this policy. However, all members of staff are obliged to adhere to and support the implementation of the policy on an ongoing basis. All existing employees and new personnel shall be informed of this policy and of the designated smoking areas.

'No-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smoke-free vehicles. Appropriate signs will be displayed in the designated areas where smoking is permitted.

Non-Compliance;

Any member of staff who does not comply with this policy shall be liable to disciplinary action in accordance with the company's Disciplinary Procedure. Those who do not comply with the smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

Help To Stop Smoking;

The NHS offers a range of free services to help smokers give up. The NHS Smoking Helpline number is 0800 169 0 169 or visit www.gosmokefree.co.uk.

Review;

This policy will be kept under review so as to ensure that it continues to meet its aims.

This policy applies to all employees of W REILLY;

Date: January 2014

Signed:



Managing Director
W REILLY