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SMOKING POLICY

INTRODUCTION

Second hand smoke is a known health hazard. In 2004, the Government's Scientific Committee on Tobacco and Health reported that the increased risk to non-smokers of lung cancer from exposure to second hand smoke was 24% and the increased risk of heart disease 25%.

In provisions made under the Health Act 2006, all enclosed and substantially enclosed workplaces and public places will be legally required to be smoke free. The following policy has been adopted by Foresight North East Lincolnshire to take all possible steps to protect employees from second hand smoke exposure, comply with legislative requirements, and ensure necessary health and safety procedures are in place.

1. THE POLICY

1.1 From 16/10/2019, smoking is prohibited in Foresight North East Lincolnshire's premises and on the surrounding grounds, including the car park. Smoking is also prohibited in company vehicles used by more than one person, and in private vehicles if a passenger is carried. This applies to employees whether employed directly by Foresight, through an agency, by a contractor or other organisation, and visitors. Only residents of Anne Askew House are able to smoke in the designated smoking area provided.

1.2 Employees who wish to smoke may do so in their own time during lunch breaks. Employees will not be permitted to smoke whilst carrying out their duties and responsibilities for Foresight. Any visitors wishing to smoke must do so at a suitable distance away from Foresight premises.

1.3 The sale of tobacco will be prohibited in all Foresight North East Lincolnshire's premises.



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2. THE POLICY FOR THIRD PARTY PREMISES

- 2.1 Employees required to visit other premises not covered by smoke free legislation as part of their duties (ie, domestic premises) should advise the visitee when arranging a visit of Foresight North East Lincolnshire's smoking policy. Although Foresight has a duty of care to protect its employees it cannot control the smoking policy on these premises. Employees should agree that the visitee arrange for a non-smoking area to be provided for the duration of the visit. Where this is not possible, employees should ask the visitee to refrain from smoking inside the premises or in the meeting area for one hour before the visit and that the visitee not smoke during the duration of the visit.
- 2.2 In circumstances where it is not possible to arrange a visit beforehand, employees should seek advice from their line manager, who should take all reasonable steps to protect them from exposure to second hand smoke.

3. IMPLEMENTATION AND ENFORCEMENT OF THE POLICY

- 3.1 Managers will be responsible for the promotion and maintenance of the policy by their staff. Managers will receive training and guidance regarding their responsibilities in relation to the policy and enforcement of it.
- 3.2 Employees should inform the appropriate manager of anyone who fails to comply with the policy.
- 3.3 Employees not complying with the policy will be referred to their manager.
- 3.4 Visitors not adhering to the policy will be asked to comply or leave the premises or site.
- 3.5 A copy of the policy will form part of new employees' induction packs. Training and guidance on enforcing the policy will form part of new managers' induction process