



## SMOKING POLICY SME WASTE MANAGEMENT

### Purpose

This policy has been developed to protect employees, customers and visitors from exposure to second-hand smoke. The Smoke-free (Premises and Enforcement) Regulations and Smoke-free (Signs) Regulations for England apply. Smoking, including the use of vapourisers and e-cigarettes, is not permitted in any enclosed or substantially enclosed premises or vehicles that are open to the public, including most places of work.

### Policy

It is the policy of the *Business Name* that **all** of our workplaces are **smoke-free**, and all employees have a right to work in a smoke-free environment. The policy came into effect on 1<sup>st</sup> July 2007.

Failure to comply with these regulations can lead to fines of up to £1000 for individuals. Employers/managers of business premises can also face fines for breaches, which can be as much as £2500 if not paid within the correct time frame.

Our policy of “no smoking on the premises” except in designated outdoor areas, must be observed at all times, and will be enforced:

When smoking in designated outdoor areas, staff must put all cigarettes and associated litter in the waste receptacles provided. Cigarettes must be properly extinguished to eliminate fire risks.

All staff and drivers must comply with the “no smoking” rules on customer and contractor sites.

Any member of staff refusing to observe the policy by smoking on the premises or in company vehicles will be liable for disciplinary action in accordance with the Company’s disciplinary policy.

In the event of a breach of the policy by a visitor or contractor, they should be asked to extinguish all smoking materials and be informed of the availability of designated smoking areas if appropriate. If they continue to smoke the matter should be referred to any available member of the Management team.

### Implementation

Overall responsibility for policy implementation rests with the Directors, *Names*. The people named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also ensure that all new employees receive a copy of the policy on induction and ensure that all visitors are made aware of the policy.

Appropriate ‘no smoking’ signs will be clearly displayed at all entrances to and within the premises.

## Non-compliance

Disciplinary procedures should be followed if a member of staff does not comply with this policy. Procedures for dealing with non-compliance by those who are not employees will be issued separately. Those who do not comply with the law are also liable for a fixed penalty fine and a possible criminal proceeding.

## Help to stop smoking

Support for smokers who want to stop is available from Somerset Council Offers a support service:

[www.smokefreesomerset.org.uk](http://www.smokefreesomerset.org.uk)

Helpline: [01823 356222](tel:01823356222)

And the NHS at [www.nhs.uk/livewell/smoking](http://www.nhs.uk/livewell/smoking) or call the Smokefree National Helpline to speak to a trained advisor [0300 123 1044](tel:03001231044)

I have read and understood the smoking policy and agree to comply

Name	Signature	Date