**Purpose**

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006. Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure. E-cigarettes have no approved certification to validate their safety, so they too are included in this policy.

**Policy**

It is the policy of The Health & Safety Service Ltd that all our workplaces are smoke free, (including the use of e-cigarettes and vaping pens) and all employees have a right to work in a smoke free environment. Smoking and the use of e-cigarettes is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all Employees, Consultants, Contractors, Customers/Members and Visitors.

**Implementation**

Overall responsibility for policy implementation and review rests with the INSERT NAME HERE, Managing Director. However, all staff are obliged to adhere to, and support the implementation of the policy.

The person 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 give all new personnel a copy of the policy on recruitment/induction. Appropriate **‘no-smoking’** signs will be clearly displayed at the entrances to and within the premises, and in all smoke free vehicles.

**Non-Compliance**

Disciplinary procedures will be followed if a member of staff does not comply with this policy. 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. Visit <https://www.nhs.uk/smokefree> or call the NHS Smoking Helpline on 0300 123 1044 for details. Alternatively, you can text ‘GIVE UP’ and your full postcode to 88088 to find your local NHS Stop Smoking Service.

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| --- | --- |
| **Name:** | Insert Name Here |
| **Position** | Managing Director |
| **Date:** |  |
| **Signature:** |  |
| **Review:** |  |