



## Smoke Free Policy

This policy applies to all employees and personnel employed by or working on behalf of our company. Section 2(2) (e) of the Health and Safety at Work Act 1974 places a duty on employers to:

*'Provide and maintain a safe working environment which is, so far as reasonably practical, safe, without risk to health and adequate as regards to facilities and arrangements for welfare at work.'*

Therefore, the following policy has been adopted concerning smoking while on company premises and commercial vehicles operated by our company.

Under the Health and Safety at Work Act 1974, employees have duties to take reasonable care for the health and safety of themselves and others and to co-operate with the employer as far as is necessary to enable the employer to comply with the requirements of the Act.

All company premises and company owned commercial vehicles will be designated smoke-free with adequate signage complying with government regulations to inform employees and visitors of the smoke-free status of the area.

Employers' responsibilities include:

- To ensure both our premises and commercial vehicles comply with all statutory regulation in respect to the smoking policy
- To identify those areas where smoking is not permitted  
To provide adequate ashtrays and bins in the designated smoking areas and to ensure that these are emptied regularly

Employees' responsibilities include:

- All to be familiar with this policy in order to contribute towards its application;
- To remind visitors politely of the smoke free policy, if in their opinion they consider them to be in breach of the policy
- Not to smoke at entrances in view of the public
- Smoking is not permitted anywhere on premises either wholly owned or rented by our company

Visitors and temporary staff are expected to abide by the terms of this policy. The following arrangements should be made for informing them of its existence:

- Signage and associated information
- Employee Induction.

The smoke free policy will be communicated throughout our company. Breaches of the policy will be managed in a fair but effective manner in the spirit of the Act. It is the responsibility of all employees to ensure that visitors are aware of the smoke free policy. If visitors continue to breach the policy, they may be asked to leave the premises. We will monitor this policy to ensure that all personnel and visitors are aware of its contents and abide with it.



**Martin Reynolds**  
Managing Director



**Mick Whyte**  
Commercial Director