

Workplace Smoking Policy

With immediate effect.

Introduction

This no-smoking policy seeks to guarantee the right of all employees and visitors to breathe air free of tobacco smoke and to comply with smoke-free legislation: The Health Act 2006 and The Smoke-free Premises etc. (Wales) Regulations 2007.

Passive smoking, has been medically proven to cause lung cancer and heart disease in non-smokers, also been proven to cause asthma and migraine attacks, as well as other serious illnesses and minor conditions.

The Penalties for Non-Compliance with the Legislation

- Failing to display no-smoking signs in premises covered by the law (£200 fixed penalty notice, or up to £1000 Court fine);
- Smoking in a smoke-free place (£50 fixed penalty notice, or up to £200 Court fine);
- Failing to prevent smoking in a smoke-free place (up to £2500 Court fine).

The Management of This Policy

Therefore, it is the policy of **M Security Services** that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment. Smoking is not permitted in any part of the premises including lifts, corridors, stairways, restaurant/canteen, rest rooms, meeting rooms, toilets, reception areas, entrances/exits and company vehicles at any time, by any person regardless of their status or business with **M Security Services**, except by staff members and customers in the externally designated area(s) and/or smoking shelters.

Adequate Signage and Facilities for Disposal of Smoking Refuse, etc.

Managers/supervisors are responsible for ensuring the implementation and maintenance of this policy. Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smoke-free vehicles. Smokers are responsible for disposal of cigarette litter including discarded cigarette butts, cigarette packets, matches and match boxes.

Smoking litter should be disposed of in designated bins and not discarded on the ground. Alternatively, "Stubbi pouches" (which are portable fireproof ashtrays) can be used. These can be purchased from www.stubbi.co.uk ; or by telephoning 020 8505 9287

Enforcement of the Smoke-Free Legislation

Council enforcement officers will have the power to enter no-smoking premises to determine whether the law is being upheld. They also assess whether or not those in control of the premises have taken all reasonable precautions to avoid people smoking.

All staff have a personal responsibility in ensuring their personal compliance and in ensuring that all those who enter the premises are made aware of the policy. Those who do not comply with the smoke-free law may be liable to a fixed penalty fine and possible criminal prosecution.

Help for those who Smoke

It is recognised that the smoking policy will impact on smokers’ working lives. This organisation/company will support those staff that would like to quit smoking by:


- Supporting No Smoking Day. This annual campaign takes place on the second Wednesday in March. To find out more log onto www.nosmokingday.org.uk ;
- Displaying smoking cessation posters and advice in staff rooms and on the intranet system.

The following free services are available to assist smokers to quit:

- Smokers Helpline Wales (Free phone) (0800 169 0 169);
- All Wales Smoking Cessation Service (Free phone) (0800 085 2219). The All Wales Smoking Cessation Service is a national service available to smokers and others who would like advice to quit smoking. Just phone to find out where your local stop smoking service is based and information on how to join your local support group to help you give-up smoking.

Non Compliance

Disciplinary procedures will be followed if employees do not comply with this policy.

Sign Date 12/07/2023.....

Next review date will be 12/07/2024