

Smoking Policy

BS EN ISO 9001:2015 incorporating:

The Smoke-free Premises etc. (Wales) (Amendment) Regulations 2016

Uncontrolled when printed

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 Smoke-free Premises Regulations 2007.

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

The following policy has been agreed between A Rapid Response Security Ltd and its employees.

POLICY

It is the policy of A Rapid Response Security Ltd that all of our workplaces are smoke-free and all the employees have right to work in a smoke-free environment.

Smoking is prohibited throughout the entire workplace with no exceptions. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors.

PREMISES

Smoking is prohibited throughout the entire workplace with no exceptions. The smoking can be done in the open area outside the office.

VEHICLES

All work vehicles will be smoke-free at all times unless they are only ever used by the same person and where passengers are never carried.

EMPLOYER DUTIES

☑ To display No Smoking Signs as required by the legislation.

☑ To ensure employees, customers and visitors do not smoke in smoke-free places and

vehicles.

☒ To investigate complaints regarding employees, customers and visitors smoking.

☒ To inform, consult and train employees on this policy.

EMPLOYEES DUTIES

☒ To ensure that they or others do not interfere with no smoking signs.

☒ To comply with the Smoke-Free Policy.

☒ To ensure customers and visitors do not smoke in smoke-free places and vehicles.

☒ To report incidents of smoking in smoke-free areas and vehicles.

CUSTOMER/VISITOR DUTIES

☒ Customers are not permitted to smoke in smoke-free areas or vehicles.

What to do if someone ignores the smoking ban in your premises

- Draw the person's attention to the 'No Smoking' signs and remind them that they're committing an offence. Politely ask them to stop smoking.
- Advise the person that it's also an offence for you (as owner, manager etc) to let anyone smoke.
- Explain to them that the business has a smoke-free policy to ensure a safe working environment for all staff and customers.

If the person smoking is an employee:

- If your warning has been ignored, immediately ask them to leave the premises (and, where relevant, inform them where they can smoke).
- If the person refuses, implement your normal disciplinary procedure for antisocial/illegal behaviour in the workplace.
- Maintain a record of all such incidents and outcomes.

If the person smoking is a customer:

- Explain that staff is obliged to refuse service if they continue to smoke.
- If the customer carries on smoking, ask them to leave the premises (and, where relevant, inform them where they can smoke).
- If he/she refuses, implement the normal procedure for anti-social/illegal behaviour in the

premises.

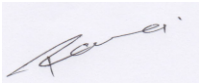
- Maintain a record of all such incidents and outcomes.

HELP FOR THOSE WHO SMOKE

This policy is not concerned with whether anyone smokes but where they smoke and how it affects others. To help smokers adjust to the changes occurring they should contact the smokers helpline on 0800 858585 who can advise of local support services.

ENFORCEMENT OF THIS POLICY

Failure to comply with this policy will be dealt with through the company's disciplinary procedures. Visitors or members of the public who breach the policy will be asked to stop smoking and will be asked to leave the premises if they fail to comply with this request. All breaches of this policy will be recorded in writing by the organisation. Be aware that, in addition to action taken under this policy, the local council may take legal action against individuals who smoke in Smoke-free places or vehicles.

Signature:  _____ **M.A Rana**_

Position in Company: - **Managing Director** **Date: - 01/04/2019_**