

# NORTH OF ENGLAND REFUGEE SERVICE

## Smokefree Policy

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Document Controlled by: Quality Champion

By: Board of Directors

By: Quality Task Group

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### PURPOSE

This policy has been developed to protect all employees, service users, customers and visitors from exposure to secondhand smoke and to assist compliance with the Health Act 2006.

Exposure to secondhand 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.

### POLICY

It is the policy of North of England Refugee Service that all our workplaces are smokefree, and all employees have a right to work in a smokefree environment. The policy came into effect on Sunday, 1 July 2007. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace.

This includes company vehicles. This policy applies to all employees, volunteers, students, consultants, contractors, service users, members and visitors.

### IMPLEMENTATION

Overall responsibility for policy implementation and review rests with the CEO. 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 smokefree vehicles.

## **NON-COMPLIANCE**

Local disciplinary procedures will be followed if a member of staff does not comply with this policy.

## **HELP TO STOP SMOKING**

The NHS offers a range of free services to help smokers give up. Visit [gosmokefree.co.uk](http://gosmokefree.co.uk) or call the NHS.

Smoking Helpline on 0800 022 4 332 for details. Alternatively you log on to [http://smokefree.nhs.uk/ways-to-quit/local-nhs-stop-smoking-service/?WT.mc\\_id=search?&gclid=CN2TxKuu3aYCFYEOfAodeTjW7A](http://smokefree.nhs.uk/ways-to-quit/local-nhs-stop-smoking-service/?WT.mc_id=search?&gclid=CN2TxKuu3aYCFYEOfAodeTjW7A) to find your local NHS Stop Smoking Service.

Approved by the Board of Directors:

Signature: .....

Position: .....

Date: .....