

Westward Pathfinder Smokefree Policy

This policy has been developed to protect all employees, service users, clients and visitors from exposure to secondhand smoke and to assist compliance with the Health Act 2006. Exposure to secondhand smoke, also known as passive smoking, 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.

It is the policy of Westward Pathfinder that all our workplaces are smokefree, and all employees have a right to work in a smokefree environment. The policy shall come into effect on Sunday, 1 July 2007. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes immediately outside doorways where smoke may be able to drift into the premises. This policy applies to all employees, consultants, contractors, clients and visitors. The policy will be reviewed periodically by the Management.

Overall responsibility for policy implementation and review rests with the manager or person in control of the premises. However, all staff are obliged to adhere to, and support the implementation of the policy. The Management 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.

The manager or person in control of the premises should be advised immediately in the event that someone ignores the smoking ban. They will then in the first instance:

Draw the individuals attention to the 'No Smoking' signs and remind them that they are committing an offence. They should politely ask them to stop smoking. They should advise the individual where they can smoke.

The police should be called if the individual persists in smoking despite being asked to stop, or where physical violence or intimidation is threatened.

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smokefree law may also be liable to a fixed penalty fine and possible criminal prosecution.

The NHS offers a range of free services to help smokers give up. Visit gosmokefree.co.uk or call the NHS Smoking Helpline on 0800 169 0 169 for details. Alternatively you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service.

Signed:  Date: 29th June 2007

On behalf of the Company: Westward Pathfinder