

Smoke-Free Policy

Purpose

This policy has been developed to protect all employees, learners, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006. Lancaster Training Services Ltd prides themselves on promoting the right role models to young learners.

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.

Policy

It is the policies of Lancaster Training Services that all of our workplaces are smoke-free and all employees, learners and customers have a right to work/train in a smoke-free environment.

Smoking is prohibited in any area other than the designated smoking area, this also includes company vehicles and the use of electronic cigarettes. This policy applies to all employees, learners, consultants, contractors, customers or members and visitors.

Implementation

Overall responsibility for policy implementation and review rests with Mr Martyn Horabin (Training Manager). All staff are obliged to adhere to, and facilitate the implementation of the policy. The person named above shall inform all existing employees, learners, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They'll also have to 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.

Non-compliance

Local disciplinary procedures will be followed if a member of staff, learner, consultant, contractor or visitor does not comply with this policy. Those who do not comply with the smoking law are also liable to a fixed penalty fine and possible criminal prosecution.

Help to Stop Smoking

The NHS offers a range of free services to help smokers give up. Visit <http://www.gosmokefree.nhs.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.



Richard W Little – Chairman

Document Control

Issued	24/8/16
Version	2
Reviewed	Sep 18
Next Review	Nov 19
Owner	M Horabin
Title	Training Manager