

Louie's Helping Hands

SMOKING POLICY

CHAIRPERSON: SARA LLEWELLYN

DATE AGREED: 22 FEBRUARY 2017

DATE OF NEXT REVIEW: 22 FEBRUARY 2018

ALL, STAFF HAVE ACCESS TO THIS POLICY AND SIGN TO THE EFFECT THAT THEY HAVE READ AND UNDERSTOOD ITS CONTENT

Louie's Helping Hands

Smoking Policy

Second hand smoke is a known health hazard. In 2004, the Government's Scientific Committee on Tobacco and Health reported that the increased risk to non-smokers of lung cancer from exposure to second hand smoke was 24% and the increased risk of heart disease 25%.

In provisions made under the Health Act 2006, all enclosed and substantially enclosed workplaces and public places will be legally required to be smoke free.

The following policy has been adopted by Louie's Helping Hands to take all possible steps to protect employees from second hand smoke exposure and to comply with legislative requirements.

From 20 May 2016 smoking is prohibited in Louie's Helping Hands and in the gardens. There will be a designated smoking area which is at the front of the property. Smoking is also prohibited in any company vehicles used by more than one person and in private vehicles if a passenger is carried. This applies to employees whether employed directly by Louie's Helping Hands.

Employees who wish to smoke may do so in their own time during lunch breaks. Employees will not be permitted to smoke whilst carrying out their duties and responsibilities for Louie's Helping Hands.

Employees should inform the appropriate manager of anyone who fails to comply with the policy.

Visitors not adhering to the policy will be asked to comply or leave the premises

A copy of the policy will form part of the employee's starter pack.

SUPPORT FOR THOSE WHO SMOKE

The Louie's Helping Hands recognises that smoking is an addiction and that the smoking policy will impact on smokers' working lives. Louie's Helping Hands wishes to support employees who want to stop and help individuals adjust to this change. Louie's Helping Hands will give each employee, who smokes, and wishes to stop, four hours paid time off to seek professional help from the local NHS Stop Smoking Service, their GP or other recognised method of smoking cessation.

This Policy was adopted by: Louie's Helping Hands	Date: 19 th May 2016
Reviewed on: 22 nd February 2017	Signed: S J Llewellyn
To be reviewed: 22 nd February 2018	