

# SMOKING POLICY

Dorset Reclaim has had an informal policy regarding smoking for a number of years. This has prohibited volunteers and staff from smoking within any of the company buildings, with informally designated outdoor smoking areas being provided. It has been thought advisable by Dorset Reclaim to introduce a formal policy.

## Introduction

Passive smoking (breathing other people's tobacco smoke) has been medically proven to cause lung cancer and heart disease in non-smokers, as well as many other illnesses and minor conditions

Legislation places a duty on employers to provide a working environment for employees that is, so far that is reasonably practical, safe without risk to health and adequate as regards to facilities and arrangements for welfare at work. In addition, The Health Act 2006 has introduced new rules regarding smoking in public places which includes places of work and company vehicles – these rules came into force on the 1<sup>st</sup> July 2007.

Dorset Reclaim has a duty in common law to take reasonable care to protect the health of employees. An employer who receives a complaint about the effects of smoking, but ignores it, could be sued for any resultant damage to health. Tobacco smoke has also been proven to cause asthma and migraine attacks. Therefore, the following policy has been adopted concerning smoking within Dorset Reclaim.

## Operation of the policy

This smoking policy seeks to guarantee all employees the right to work in air free of tobacco smoke. All buildings will continue to be designated smoke free and will display adequate signage, which complies with legislative requirements, to inform volunteers, staff and visitors of the smoke free status of the buildings.

To clarify, smoking is not permitted in any of the buildings or vehicles from which Dorset Reclaim operates and this includes:

- entrance areas
- rest rooms
- stairways
- toilets
- reception areas
- warehouse areas
- workshops and storage areas
- all company vehicles

Dorset Reclaim recognises that there will continue to be volunteers and staff that will continue to smoke and therefore outside areas will be designated at each of our depots as smoking areas and receptacles will be provided for the provision of cigarette ends and other smoking materials.

The smoking areas at each depot will be as follows:-

### **Bournemouth depot**

85 Stanley Road – the storage area beside the side vehicle access doors on the right hand side of the building

77 Stanley Road – any outside area on this site

### **Poole depot**

The area to the rear of the side access vehicle doors bounded by the warehouse wall and the storage skips

### **Dorchester depot**

The area at the side of the warehouse on the paving stones by the trees.

All depots will display on their rest room notice board a sketch outline of the designated smoking area for that depot.

## **Visitors**

Visitors will also be expected to abide by this policy. To ensure they are aware of our requirements:-

- depot managers will ensure there is signage at each building to inform all visitors (as well as volunteers and staff) of the non-smoking designation of all our buildings.
- reception staff greeting visitors will advise all visitors of the non smoking designation of our buildings
- job advertisements/descriptions and accompanying letters will include a reference to our policy, with all new staff given a copy of this policy

## Implementation of the policy

The responsibility for implementing and monitoring the policy will rest with the Project Manager/Depot Manager at each site, as it does currently with our informal policy.

For members of staff, a breach of this policy will be supported by normal disciplinary procedures. In the case of volunteers, depot managers will offer advice and guidance to help an individual comply with this policy, but ultimately it may result in an individual having to leave the project if they feel they cannot adhere to our requirements and those of the relevant legislation.

The Dorset Reclaim committee adopted this revised policy on  
The 19<sup>th</sup> May 2008.

Signed: Chairman