



# **BERBEN INSTALLATIONS LIMITED**

BUILDING CONTRACTORS. MAINTENANCE & REPAIRS

193 Meadway, Kitts Green Birmingham, B33 8NB

Tel: 0121 789 6369 Fax: 0121 789 6411.

Email: [info@berben.co.uk](mailto:info@berben.co.uk)

Website: <http://www.berben.co.uk>

## **Policy No: 8**

### **Smoke Free Workplace Policy**

Smoke Free Policy for:

#### **Berben Installations Limited**

Effective From:

**1<sup>st</sup> January 2008**

#### Introduction

Second hand smoke has now been shown to cause lung cancer and heart disease in non smokers, as well as many other illnesses, minor conditions and discomfort.

Section 2(2) e of the Health, and Safety at work etc. Act 1974 requires employers to Provide a working environmental for employees that are:

“...safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.”

The employer acknowledges that second hand smoke is a public health hazard. The Following policy has been adopted concerning smoking in Berben Installations Limited.

#### **General Principles**

This workplace smoking policy seeks to guarantee non smokers the right to work in air Free of tobacco smoke, whilst also taking into account the needs of those who smoke.

All premises will be designated smoke free from 1<sup>st</sup> January 2008 smoking whilst On duty will only be allowed during official break periods.

#### **Work Areas**

Smoking is not permitted in any work area. This applies to all offices and works areas, Whether occupied by one person, or shared by two or more. Anyone who wishes to Smoke must do so during official break periods and outside the premises.

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## **Common areas**

Smoking is not permitted in any common access areas, regardless of whether they are Accessed by employees only, public only, or both.

## **Vehicles**

Smoking is not permitted in any company vehicles. The policy of no smoking also Applies to the (enclosed / substantially enclosed) car park.

## **Unions/Health and Safety Representative**

This policy has been devised in full consultation with all of those employees who are Concerned with health and safety in the workplace.

## **Informing Staff of the policy**

The employer will introduce the policy to all staff 90 days prior to implementation by Providing them with a hard copy.

## **Visitors, Temporary Staff, Sub Contractors and 'Out Of Hours' Workers.**

Visitors, temporary staff, sub contractors and out of hour's workers such as cleaners are Expected to abide by the terms of this policy. Where appropriate, receptionist/person Greeting will inform the person of the policy, to be reinforced via the invitation letter, Contract or email if required. Out of hours employees will be introduced to the policy in The same way as any other employee.

No member of staff may smoke visiting other workplaces or private homes on duty.

## **Adequate Signage**

It will be assumed that anywhere within the premise is smoke free including all company Vehicles. As part of an educative process, no smoking signage will be displayed throughout.

## **Recruitment Procedures**

Job advertisements, job descriptions and interviews will include reference to this policy. On their appointment, all new staff members will be given a copy of this policy.

## **Help For Those Who Smoke**

This policy recognises that second hand smoke adversely affects the health of all Employees. It is not concerned with whether employees smokes, but with where they Smoke, and the effect that this has on non smoking colleagues. However, it is recognised That the smoking policy will impact on smokers working lives.

In an effort to help individuals adjust to this change, leaflets and resources will be made available for the local NHS smoking cessation advice support service.

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### **Enforcement of the Policy**

Breaches of this policy will be subject to the normal disciplinary procedures.

### **Implementation, Monitoring and Review**

Responsibility for implementing and monitoring this policy rests with senior managers. 90 days notice will be given of the introduction of this policy.

Monitoring of this policy will be carried out at three, six and twelve months following its implementation. A formal review of the policy will be conducted after eighteen months. Trader unions and health and safety representatives will be consulted over the results of the monitoring and review.

### **Changes to the Policy**

90 days notice will be given of any changes made to the policy. Trade unions and health and safety representatives will be consulted in good time about any proposed changes.

Approved & Authorised by:



Print Name:

Mr Paul Tunley

Date:

7<sup>th</sup> October 2013