

SMOKING POLICY FOR LINDLEY LIBERAL CLUB

1 Principles

This policy is intended to:

- Protect everyone against the effects of secondhand smoke
- Promote health in the workforce
- Support those people who would like to quit smoking

2 Background

Breathing in secondhand smoke leads to:

- A 24% increased risk of contracting lung cancer in non smokers
- A 23% and 25% increased risk of heart disease in smokers and non-smokers respectively
- Cause or trigger asthma as well as many other illnesses and minor conditions.

3 Current legislation

Section 2(2)(e) of the Health and Safety at Work Act 1974 places a duty on employers to provide a working environment for employees that is:

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

Under European Legislation, smoking in a rest room where food is eaten is only permitted where there is a non-smoking alternative.

By 1st July 2007 it is proposed that all enclosed workplaces will be completely smoke free.

4 Policy

The policy is being written with the employees' best interests in mind. The right of people to breathe clean air prevails over the right of the smoker to smoke.

*Smoking is not allowed in any part of the premises or grounds, including offices, corridors, toilets and car parks.

*Smoking is not allowed in any part of the premises or grounds except for in the restricted area(s) located at

The triangle of land between the Bowling Green pavilion, the dustbins and the fence.

*Smokers are requested not to smoke immediately outside any work base. This applies to staff, visitors and contractors.

5 Guidelines

*Staff and members based in premises owned by Lindley Liberal Club are expected not to smoke in any part of the premises or grounds, including office, corridors, and toilets. Smokers are requested not to smoke immediately outside any work base.

*Smoking whilst on duty will only be allowed during break periods that are of equal length for smokers and non-smokers

*Management will allow smokers to have reasonable breaks provided these do not prevent them from satisfactorily carrying out their responsibilities and work duties, and that there is no significant loss in productivity. Time taken on smoking breaks will have to be made up, for example at the beginning or the end of the day.

*Work time must be made up for smoking breaks if the time taken exceeds the time taken in breaks by the non-smokers.

6 Consultation

All views will be taken into account and a full employee consultation will take place where opinions can be raised. Once any changes have been brought in, employees will be given time to adjust to the changes.

7 Policy implementation

This policy is intended to benefit all employees, members and visitors and all employees are responsible for its continued implementation. Overall responsibility for ensuring the policy is implemented, monitored and reviewed rests with the Committee. Information on the policy will be

- circulated to all staff
- provided to all new employees;
- included in the Health & Safety Policy*
- included in Human Resources policy*

Signs will be put up where necessary to inform visitors. There will be no ashtrays or cigarette litter inside the building.

8 Enforcement of the policy

- In the unlikely event of a member of staff not respecting the policy, their manager will attempt to resolve the situation informally in the first instance. Ultimately, repeated breaches of the policy will result in disciplinary procedures.
- In the unlikely event of a member or visitor not respecting the policy, the Committee will attempt to resolve the situation informally in the first instance. Ultimately, repeated breaches of the policy could result in the members, membership being suspended.

9 Review of the policy

A formal review of the policy will take place after three years. Twelve weeks notice will be given to all employees following any changes made to the policy.

Signed.....

Date.....