

<b>TITLE:</b>	<b>SMOKE-FREE POLICY</b>	<b>REF:</b>	<b>NCMME33</b>
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## **1 Introduction**

- 1.1 This policy has been designed to protect all employees from exposure to second-hand smoke and to ensure compliance with the Health Act 2006.
- 1.2 Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses.
- 1.3 The policy applies to all employees. The policy covers the smoking of cigarettes, pipes, cigars and herbal cigarettes.

## **2 Procedure**

- 2.1 It is the policy of the National Coal Mining Museum for England that the workplace is totally smoke-free, and where all employees have the right to work in a smoke-free environment.
- 2.2 Smoking is not permitted on the Museum site. This includes company vehicles. Smoking on site or in a company vehicle is expressly prohibited and will render employees liable to disciplinary action.
- 2.3 Employees who wish to smoke must do so completely off the Museum site and away from the main entrances and exits.
- 2.4 Extra breaks for smoking are not permitted. Employees wishing to smoke must do so only in their statutory breaks.
- 2.5 All employees leaving the site during a break must clock in and out to keep an accurate record of employees on site for fire purposes. Further details are contained in NCM-GEN-024 Clocking In/Clocking Out Procedure

## **3. Implementation**

- 3.1 Overall responsibility for the implementation and review of the smoke-free policy rests with the Deputy Director. However, all staff are obliged to adhere to, and to support, the implementation of the policy.
- 3.2 The Policy Coordinator will inform all existing employees of the policy and will ensure new employees are given a copy of the policy at recruitment/induction.

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#### **4. Non-compliance**

- 4.1 The Museum's disciplinary procedure (NCM-GEN-002) will be followed if a member of staff does not comply with this policy.
- 4.2 Those who do not comply with the smoke-free legislation may also be liable to a fixed penalty fine and possible criminal prosecution, enforced by the local authority. The fixed penalties for smoking in a smoke-free place range from £30 to £200. The penalty for an organisation failing to prevent smoking in a smoke-free place can be up to £2,500.

#### **5. Help to stop smoking**

- 5.1 The NHS offers a range of free services to help smokers give up. The NHS Smoking Helpline on 0800 169 0 169 has further details. The Policy Coordinator also has a range of further support material for anyone who requires it.

#### **6. Visitors**

- 6.1 This section of the policy comes into effect on 1 July 2007
- 6.2 Visitors will continue to be allowed to smoke in outside areas of the site. Any staff who sees a visitor smoking **inside** any enclosed area should draw the person's attention to the no-smoking signs and ask them to stop smoking. Employees should remind the person that they are committing a criminal offence by smoking on smoke-free premises and remind the person that under the law the Museum has a responsibility to prevent smoking.
- 6.3 If the visitor continues to smoke, contact the Deputy Director, or in his absence the Museum Director or a Departmental Director, who will ask them to leave the premises.
- 6.4 Contractors working on site must be informed of the Museum's smoke free policy.

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