

# **SOUTH WEST MINISTRY TRAINING COURSE**

## **SMOKE-FREE POLICY**

### **PURPOSE**

This policy has been developed to protect all employees, students and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006.

Exposure to second-hand smoke increases to risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potential dangerous exposure.

### **POLICY**

It is the policy of South West Ministry Training Course that all our work and study places are smoke-free, and all employees and students have a right to work in a smoke-free environment. The policy shall come into effect on 1 July 2007. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, consultants, contractors, students and visitors.

### **IMPLEMENTATION**

Overall responsibility for policy implementation and review rests with the Principal. However, all staff are obliged to adhere to, and support the implementation of the policy. The person named above shall inform all existing employees, consultants, contractors, students and visitors of the policy and their role in the implementation and monitoring of the policy. He will also give all new staff and students a copy of the policy on recruitment/induction.

Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smoke-free vehicles.

### **NON-COMPLIANCE**

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

### **HELP TO STOP SMOKING**

The NHS offers a range of free services to help smokers give up. Visit [www.gosmokefree.co.uk](http://www.gosmokefree.co.uk) or call the NHS Smoking Helpline on 0800 169 0169 for details. Alternatively you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service.

**This policy was agreed by the SWMTC Council on 13<sup>th</sup> June 2007.**