

Aghalee Village Hall

Smoke Free Policy

PURPOSE

The aim of this policy is to protect all employees, customer and visitors from exposure to second-hand smoke and to comply with The Smoking (Northern Ireland) Order 2006 which will be enforced by District Councils from 30th April 2007.

Second-hand smoke has been scientifically proven to cause lung cancer and heart disease in non-smokers as well as many other illnesses and minor conditions (Report of the Scientific Committee on Tobacco and Health, Department of Health, 1998).

This organisation acknowledges that breathing second-hand smoke is a health hazard. The following policy has been agreed between Aghalee Village Hall Management Committee and its employees.

POLICY

It is the policy of Aghalee Village Hall Management Committee that all of our workplaces and vehicles are smoke-free and all employees have a right to work in a smoke-free environment.

PREMISES

Smoking is prohibited throughout the entire building with NO exceptions. Receptacles will be provided at the main front entrance and at the rear entrance for the disposal of ALL waste smoking materials and cigarettes before entry onto the premises. Smoking is permitted in the grounds but the disposal receptacles must be used for disposal of cigarette butts and smokers must not congregate around the doors, causing anyone passing in or out to be subject to smoke inhalation or nuisance.

VEHICLES

All work vehicles will be smoke-free at all times unless they are only ever used by the same person and where passengers are never carried.

EMPLOYER RESPONSIBILITIES

To display No Smoking signage as required by legislation.

To ensure employees, customers and visitors do not smoke in smoke-free places and vehicles.

To investigate complaints regarding employees, customers and visitors smoking.

To inform, consult and train employees on this policy.

EMPLOYEE RESPONSIBILITIES

To ensure they or others do not interfere with no smoking signage.

To comply with the Smoke Free Policy.

To ensure customers and visitors do not smoke in smoke free places and vehicles.

To report incidents of smoking in smoke-free areas and vehicles.

CUSTOMER/VISITOR RESPONSIBILITIES

Customers and/or visitors are not permitted to smoke in smoke-free areas or vehicles.

HELP FOR THOSE WHO SMOKE

This policy is not concerned with whether anyone smokes but where he or she smokes and how it may affect others. To help smokers adjust to the changes occurring they should contact the Smokers Helpline, who can advise of local support services.

ENFORCEMENT OF THIS POLICY

Failure to comply with this policy will be dealt with through the Company's disciplinary procedures. Visitors or members of the public who breach the policy will be asked by the person responsible for the class, event or activity taking place at the time to stop smoking and will be asked to leave the premises if they fail to comply with this request. All breaches of this policy will be recorded in writing by the Organisation. A book will be available beside the First Aid Equipment in the kitchen in which to record any breaches of policy. Be aware that in addition to action taken under this policy, the local council **will** take legal action against individuals who smoke in smoke-free places or vehicles.