

Woking Community Transport No Smoking Policy

Introduction

Woking Community Transport (WCT) are responsible employers and we take our obligations to our employees very seriously. This is why we have set out this policy to help us ensure the health, safety and welfare of our employees and to help us comply with our legal duties. Smoking does not only cause serious damage to the health of smokers, but research has also shown that second hand smoke causes cancers, heart and respiratory diseases in non smokers as well.

- Section 2(2) (e) of the Health and Safety at Work Act 1974 places a duty on employers to provide a safe and healthy working environment.
- Section 2(2) of the Health Act 2006 prohibits smoking in all public premises including workplaces and vehicles. (link below)

Aims of the Policy

This policy aims to:

- Provide a safe and healthy working environment for all staff, customers and visitors;
- Comply with all of the requirements imposed by law;
- Raise awareness of the dangers associated with tobacco smoke;
- Guarantee the right of non-smokers to breathe air free of smoke; and
- Support staff who wish to give up smoking.

Restrictions on Smoking

- Smoking is not permitted on WCT's premises, entrances, or grounds at any time by any person irrespective of their status in, or business with, the WCT. This also applies to e-cigarettes and vaping.
- All visitors, customers, contractors and deliverers are required to abide by the no smoking policy. Staff must inform all of the above of the policy although it must be stressed that staff should not put themselves at any risk in furtherance of this policy.
- Smoking is not permitted in any of WCT's vehicles, including outside of the vehicle and the surrounding area or in any vehicles being used or hired for its business. This also applies to e-cigarettes and vaping.
- No smoking signs must be displayed by WCT in its premises and vehicles.
- Smoking on WCT's premises or in its vehicles constitutes an offence under the Health Act. In the unlikely event that a member of staff does not comply with the Societies, No Smoking Policy disciplinary action will be taken in accordance with WCT's disciplinary policy.

Support for Smokers

- Reasonable requests from staff for time to attend smoking cessation groups will be treated sympathetically.
- The HR Manager is responsible for maintaining the policy and will provide staff who wish to give up smoking with details of where to seek help.
- All requests for help will be treated in the strictest confidence. Written information will be stored in accordance with the Data Protection Act 1998.
- Nothing in this policy should be taken as excusing an employee if their conduct falls within the scope of WCT's disciplinary procedures.

Health and Safety at Work Act, Section 2:

<https://www.legislation.gov.uk/ukpga/1974/37/section/2>

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