

SMOKE-FREE POLICY FOR (INSERT BUSINESS NAME)

PURPOSE

The aim of this policy is to protect all employees, customers 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.

POLICY

It is the policy of (insert name of business) that all areas of our (hotel/guesthouse/Bed and Breakfast/Inn/Club/Hostel) are smoke-free **or*** all areas of our (hotel/guesthouse/Bed and Breakfast/Inn/Club/Hostel) except for a limited number of individual guest bedrooms, which have been designated in writing, are smoke-free. The policy shall come into effect on (insert date) and will be reviewed on (insert date) by (insert name).

PREMISES

Smoking is prohibited throughout the entire (hotel/guesthouse/Bed and Breakfast/Inn/Club/Hostel) **or*** smoking is prohibited throughout (hotel/guesthouse/Bed and Breakfast/Inn/Club/Hostel) except in the guest bedrooms which have been designated in writing by the owner/management as a bedroom in which the guests occupying that room may smoke. A list of the bedrooms which have been designated is held in the designated smoking room register which is held by (insert name of manager/owner) in (insert place where register held). A sign has been placed on the door of each of the bedrooms in which guests residing in that bedroom are permitted to smoke. Staff and non residen-Disposition: form-da name of business) are not permitted to smoke in bedrooms which have been designated as a room in which smoking is permitted.

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An area has been provided externally (insert location of area) for staff and non-resident visitors to the (hotel/guesthouse/Bed and Breakfast/Inn/Club/Hostel) who wish to smoke. Receptacles will be provided for disposal of cigarette ends and other waste smoking materials in this area. *(Delete this paragraph if not applicable)*

VEHICLES

All work vehicles will be smoke-free at all times

Or*

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 DUTIES

- To display No Smoking Signs as required by the legislation.
- To clearly indicate those bedrooms in which, guests residing in those rooms are permitted to smoke and ensure that the doors to such rooms mechanically close immediately after use. *(delete if not designating bedrooms)*
- To prepare and maintain a register of bedrooms in which smoking is permitted and ensure that the only persons smoking in such bedrooms are those guests that are for the time being registered as occupying those bedrooms. *(delete if not designating bedrooms)*
- To ensure employees, customers and visitors do not smoke in smoke-free places and vehicles.

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- To investigate complaints regarding employees, customers and visitors smoking in areas which are designated as smoke-free.
- To inform, consult and train employees and visitors on this policy.

EMPLOYEES DUTIES

- To ensure that they or others do not interfere with no smoking signs.
- 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 DUTIES

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

HELP FOR THOSE WHO SMOKE

This policy is not intended to stop people smoking but to regulate where they smoke and how it affects others. To help smokers adjust to the changes occurring they should contact the smokers helpline on 0800 858585 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

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will be asked 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. Be aware that, in addition to action taken under this policy, the local council may take legal action against individuals who smoke in smoke-free places or vehicles.

Signature: - _____

Position in Company: - _____

Date: - _____

*Delete which ever is not applicable.

(Note: There is no requirement to designate a bedroom in which smoking is permitted.)

Additional notes:

A designated bedroom means a room which

- a) has been set aside exclusively for sleeping accommodation
- b) has been designated by the person having charge of the premises in which the room is situated as being a room in which smoking is permitted;
- c) has a ceiling and, except for doors and windows, is completely enclosed on all sides by solid, floor to ceiling walls;
- d) does not have a ventilation system that ventilates into smoke-free areas;
- e) does not have any door that opens that is not mechanically closed immediately after use; and
- f) is clearly marked as a bedroom in which smoking is permitted.

Bedroom **does not include** any dormitory or other room that a person in charge of premises makes available under separate arrangements for persons to share.