



POLICY	Issue: 1.0
Policy on Smoking	Date: 29/06/2007

CNC Policy Statement:-

PURPOSE

This policy has been developed to protect all employees, service users, customers and visitors from exposure to secondhand smoke and to assist compliance with the Health Act 2006.

Exposure to secondhand smoke increases the 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 potentially dangerous exposure.

POLICY

It is the policy of the CNPA/CNC that all our work places are smokefree, and all employees have a right to work in a smokefree environment. With effect from 1 July 2007), under the Health Act 2006, smoking becomes unlawful in the workplace in England. This follows on from Scotland (26 March 2006) and Wales (2 April 2007) and Northern Ireland (30 April 2007). Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes CNPA/CNC owned vehicles as well as lease and hire vehicles. This policy applies to all employees, consultants, contractors, customers, and visitors.

IMPLEMENTATION

Overall responsibility for policy implementation and review rests with the Human Resources Department, however all staff are obliged to adhere to and support the implementation of the policy. Line Managers shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. The Human Resources Department will ensure that all new personnel receive a copy of the policy on induction.

Appropriate 'no-smoking' signs will be clearly displayed at the entrances to CNPA/CNC premises and within the premises, and in all smokefree vehicles.

There is also a requirement to comply with operators requirements at each of the CNPA/CNC sites.

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NON-COMPLIANCE

Disciplinary procedures will be followed if an employee does not comply with this policy. Those who do not comply with the smokefree law may also be liable to a fixed penalty fine and possible criminal prosecution as detailed following:-

PENALTIES FOR BREAKING THE LAW

Offence	Who is liable?	Fixed penalty notice (if paid in 15 days)	Fixed penalty notice (if paid in 29 days)	Court awarded fine
Smoking in a smokefree place	Anyone who smokes in a smokefree place	£30	£50	Up to £200
Failing to display required no-smoking signs	Anyone who manages or occupies the smokefree premises or vehicle	£150	£200	Up to £1000
Failing to prevent smoking in a smokefree place	Anyone who manages or controls the smokefree premises or vehicle	N/A	N/A	Up to £2500

HELP TO STOP SMOKING

Recognising the addictive nature of nicotine, the CNPA/CNC will, through the Occupational Health Service, continue to offer support to any employee who wishes to give up smoking.

The NHS also offers a range of free services to help smokers give up. Visit <http://www.gosmokefree.co.uk> or call the NHS Smoking Helpline on 0800 169 0 169 for details. Alternatively you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service.

Note re Issue 1.0

This issue is fully effective from Sunday 1st July 2007 and is an interim version whilst under finalisation and re-badge as a CNPA Policy.

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