

What the policy should include

A policy should state a clear implementation date, after which smoking will not be allowed indoors anywhere in the buildings. You should give notice (90 days is a good lead in) to your staff and customers before the date.

If smoking has previously been allowed in shared spaces, canteens or smoking rooms, then these must be made smokefree.

Where changes to employee contracts are needed, this should only happen after consultation and negotiations between you and your staff and you must give 12 weeks notice before the changes are made.

The policy should include information about where employees, who wish to continue to smoke outside the building, can go. You may also like to make it clear that this is allowed during break times only.

If your business includes company cars you will need to include a clause to cover vehicles. All vehicles used at work should be smokefree, except when used exclusively by a single individual.

You will need a clear complaints and reporting procedure in place to deal with any problems arising from the new policy.

You should look at offering staff access to help to stop smoking at work and to quit, including support for nicotine replacement therapy (NRT) where appropriate. (Contact Cornwall & Isles of Scilly NHS Stop Smoking Service for more details on 01209 215666). This should be covered in the details of your policy.

It is helpful to detail why you have chosen to implement the smokefree policy by outlining the new laws and the health benefits of banning smoking.

Finally, you should review your smokefree policy after six months and then annually in line with other health and safety policies.

In summary your final policy should include:

- The purpose of the policy
- Timeline and dates for it to begin including transition period allowed, if any
- Clear statements of:
 - Where smoking is prohibited

- When smoking is permitted - time allowed for smoking breaks or any additions to the working day to equalise working time with non-smokers. It is important that smokers and non-smokers have the same right to breaks both in length and frequency
- Enforcement methods and consequences of non-compliance
- Available support for smokers wishing to quit or reduce their smoking
- Arrangements for visitors, customers and contractors, company cars and any staff working off site
- Contact person who can answer questions or complaints (name, telephone number, email address)