

## **The Isaac Newton Professional Development Centre Smoke free Policy**

### Purpose

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

Exposure to second hand 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 Isaac Newton Centre that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment. The policy shall come into effect on Sunday 1 July 2007. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace and anywhere within the premises boundary. This policy applies to all employees, consultants, contractors, clients and visitors.

### Implementation

Overall responsibility for implementation and review rests with Head of CPD. However all staff are obliged to adhere to, and support, the implementation of the policy. Head of CPD shall inform all existing employees, consultants and contractors of the policy and their role in its implementation and monitoring. They will also give all new personnel a copy of the policy on recruitment/induction.

Appropriate no-smoking signs will be clearly displayed at the entrances to, and within, the premises.

### Non-compliance

Disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

### Help to stop smoking

The NHS offers a range of free services to help smokers give up. These include:

- ◆ [www.smokefree.co.uk](http://www.smokefree.co.uk)
- ◆ NHS Smoking Helpline on 0800 169 0 169
- ◆ Text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service

This policy was agreed by INPDC Management on 5 June 2007