

## **BRISTOL LESBIAN, GAY & BISEXUAL FORUM SMOKEFREE POLICY**

### **Purpose**

This policy has been developed to protect all employees, representatives, volunteers (together "**Employees**") 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 Forum that all our workplaces are smokefree, and all Employees and visitors have a right to work in a smokefree environment. This includes all outdoor areas. Smoking is prohibited on Create Centre premises.

Any Employee that wishes to smoke must do so within their own time (i.e., before or after contractual working hours or within designated lunch breaks). In the event that the time taken by a smoker for smoking breaks exceeds the time taken in breaks by non-smokers, this time must be made up.

Employees are not permitted to smoke whilst carrying out their duties and responsibilities for the Forum. For the avoidance of doubt, this includes when attending meetings or events at other venues.

### **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.

### **Help to Stop Smoking**

The NHS offers a range of free services to help smokers give up. Visit [gosmokefree.co.uk](http://gosmokefree.co.uk) or call the NHS Smoking Helpline on 0800 169 0169 for details. Alternatively you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service.

Signed .....

Position .....

Date .....