



# Conquest Equestrian Centre

Specialising in Riding for the Disabled  
Improving Lives

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## SMOKING POLICY

This policy is intended to:

- Protect everyone against the effects of second hand smoke
- Promote health in the workforce
- Support those people who would like to quit smoking

**Smoke-free (Premises and Enforcement) Regulations and Smoke-free (Signs) Regulations** for England come into effect at 6am on Sunday 1st July 2007. From this date smoking will no longer be permitted in any enclosed or substantially enclosed premises or vehicles that are open to the public including pubs, restaurants and all places of work (some exceptions apply including designated smoking rooms in hotels or residential nursing homes).

Should these regulations be contravened individuals can face on-the-spot fines of £50 which can rise to up to £1000 should the issue be brought to court. Employers/managers of the premises can also face a fine of £200 — these figures can rise to as much as £2500 if not paid within the correct timeframe.

## LEGAL BACKGROUND

Section 2(2)(e) of the Health and Safety at Work Act 1974 places a duty on employers to provide a working environment for employees that is:

“..Safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.”

.In July 2007 the Health Act 2006 comes into effect. This new legislation makes provision for the prohibition of smoking in certain premises, places and vehicles. Section 2 (2) states that:

“Premises must be smoke free if they are used as a place of work including vehicles.”

## GUIDANCE

Breathing in second hand smoke leads to:

- A 24% increased risk of contracting lung cancer in non smokers
- A 23% and 25% increased risk of heart disease in smokers and non-smokers respectively
- Cause or trigger asthma

....as well as many other illnesses and minor conditions.

## RESTRICTIONS

Smoking is not permitted **anywhere** at Conquest Centre, including car parks, fields, buildings, arenas, vehicles and toilets. Anyone wishing to smoke at Conquest Centre will have to leave the Centre to do so. For employees, this must only happen during permitted breaks when there is at least one other person on the yard.

Smoking whilst on duty will only be allowed at the discretion of the management team on duty. Only one person will be allowed to smoke at any one time. Management will allow smokers to have reasonable breaks provided these do not prevent them from satisfactorily carrying out their responsibilities and work duties, and that there is no significant loss in productivity.

**Smoking is prohibited at Conquest Centre. If members of staff are caught smoking at any other time and / or in any other area, disciplinary action will be taken and smoking may be banned entirely.**

### **POLICY IMPLEMENTATION**

This policy is intended to benefit all employees and visitors and all employees are responsible for its continued implementation. Overall responsibility for ensuring the policy is implemented, monitored and reviewed rests with Manager. Information on the policy will be

- circulated to all staff
- provided to all new employees;
- included in the Health & Safety Policy File
- included in the Human Resources Policy File

### **Enforcement of the policy**

Any member of staff refusing to observe the policy by smoking in unauthorised areas will be liable for disciplinary action in accordance with the organisations disciplinary policy.

In the event of a breach of the policy by a visitor, volunteer or member of staff from other organisations, they should be asked to extinguish all smoking materials and be informed of the availability of designated smoking areas. If they continue to smoke the matter should be referred to the centre or yard manager.

### **Review of the policy**

A formal review of the policy will take place every twelve months or as and when required for revision.

Last reviewed 14<sup>th</sup> July 2010