

## **LOWDHAM VILLAGE HALL & PLAYING FIELDS COMMITTEE**

### **NO SMOKING POLICY**

#### **Name and address of premises to which policy applies**

Lowdham Village Hall, Main Street, Lowdham, Notts, NG14 7BD.

#### **Policy Co-ordinator**

The Policy Co-ordinator is the Secretary to the Village Hall & Playing Fields Committee.

#### **Introduction**

Secondhand smoke is both a public and workplace health hazard. This No Smoking Policy, adopted by Lowdham Village Hall & Playing Fields Committee, seeks to guarantee the right of all to breathe air free of tobacco smoke to comply with smoke-free legislation. Adequate signage will be displayed to inform employees, customers, clients and visitors of the smoke-free status of Lowdham Village Hall.

#### **The Policy**

Smoking and vaping is not permitted in any part of the premises, near entrances or adjacent to windows at any time, by any person regardless of their status or business with Lowdham Village Hall.

#### **Informing staff of the policy**

Staff will have received advance notice of the implementation of this policy, which is displayed on the noticeboard in the foyer of the Village Hall. Further copies of the policy are available on request from the Secretary.

#### **Visitors**

All visitors, contractors, deliverers and temporary staff are expected to abide by the terms of this policy. Staff members are expected to inform customers or visitors of the No Smoking Policy. However, they are not expected to enter into any confrontation which may put their personal safety at risk.

#### **Support for smokers**

Support will be given to enable those who wish to quit to do so. Further information can be obtained via the NHS Smokefree National Helpline. Tel 0300 123 1044.

#### **Disciplinary Action**

Employees who disregard the policy will be referred to the Policy Co-ordinator and will be subject to the normal disciplinary procedures as stated in the employee's contract of employment.

Customers who fail to comply with the policy will be refused permission to hire the facilities in the future.

**Implementation and maintenance**

The Policy Co-ordinator (the Secretary to the Committee) is responsible for ensuring the implementation and maintenance of this policy. However, all staff and hirers have a personal responsibility in ensuring their personal compliance and in ensuring that all those who enter the premises are made aware of the policy.

**Comments, Complaints, Monitoring and Review**

Comments or complaints related to this policy should be addressed to the Secretary to the Village Hall & Playing Fields Committee.

**This policy was adopted by Lowdham Village Hall & Playing Fields Committee at its meeting on 26 September 2023 and will be reviewed annually.**