

Royal Armouries Smoke free Policy

Revision	Rev. Date	Originator	Reference	Comment
00	03/02/11	H White	RA-POL-002	Revised from 01/01/10
01	13/03/12	H White	RA-POL-002	Format review
02	06/04/14	J Freel	RA-POL-002	Review
03	11/07/14	C Shaw	RA-POL-002	Review
04	13/05/15	D Johnson	RA-POL-002	Review

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SMOKEFREE POLICY

POLICY STATEMENT

The Royal Armouries believes that all its employees have the right to work in a smoke free environment and be protected from exposure to second-hand smoke.

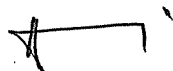
Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation, or separating smokers and non-smokers within the same airspace, does not completely stop potentially dangerous exposure. It is, therefore, our policy that all of our workspace is smoke free. Thus this policy is not concerned with **whether** anyone chooses to smoke but with **where** they smoke and the effect this has on staff and other members of the public. It is also concerned with the exclusion of preventable carcinogenic substances from the locality of our premises.

This Smoking Policy applies to the use of electronic cigarettes and any other tobacco products.

This policy applies to all Royal Armouries (Leeds) (*Any reference to Royal Armouries should be taken as referring to its subsidiary and associated companies*) employees, Royal Armouries (International) plc employees, volunteers, consultants, contractors, customers and visitors, both museum and corporate.

The Policy will be reviewed annually unless legislation dictates otherwise.

Signed



Dr Edward Impey
Director General and Master of
the Armouries

Date 23/07/15

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POLICY

In compliance with the Smoke-free (Premises and Enforcement) Regulations of the Health Act 2006, smoking is prohibited in all parts of the Museum as from Sunday 1st July 2007.

PURPOSE

The Policy seeks to:

- Guarantee a healthy working environment and protect the current and future health of employees and members of the public.
- Guarantee the right of everyone to breathe in air free from tobacco smoke.
- Comply with Health and Safety Legislation.
- Raise awareness of the dangers associated with exposure to tobacco smoke.
- Take into account the needs of those who choose to smoke.

IMPLEMENTATION

Overall responsibility for policy implementation, monitoring and review rests with the Chief Operating Officer of the Royal Armouries. Under the concession agreement the implementation of this policy outside of normal Museum opening hours will rest with Royal Armouries (International) plc. However, all staff, whether employed or voluntary, are personally responsible for complying with, and supporting the implementation of this policy. The person named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. All new personnel will be given a copy of this policy on their recruitment/induction.

PREMISES

Leeds

The areas outside all the Leeds Museum entrances and the covered walkway between the Security entrance and the Staff entrance will be designated as 'no-smoking zones'.

In addition, smoking will not be permitted in vehicles belonging to or leased by the Royal Armouries.

For those who wish to smoke, two designated areas are provided, the Smoking Shelter by the Menagerie Court and, for paying customers only, the outdoor seating area of the Bistro Restaurant. Receptacles will be provided for disposal of cigarette ends and other waste smoking materials.

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

Royal Armouries International hold their own organisational smoking policy which compliments this policy, a copy of which is held in the Royal Armouries Policy Folder.

Fort Nelson

There are 3 designated smoking areas at Fort Nelson.

For staff, visitors and contractors who wish to smoke the smoking area has been identified outside the lower west gate. For customers **only** an area has been identified on the parade ground. Receptacles will be provided for disposal of cigarette ends and other waste smoking materials.

During evening events the only accessible smoking area is situated in the Redan Courtyard where again waste receptacles are provided.

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

Tower Of London

HRP operates a no smoking policy in all buildings within the Tower of London. Smoking is only permitted outside within the inner and outer wards, the Casemates and behind the Waterloo Block. All royal armouries staff will observe the smoking policy implemented by Historic Royal Places when on site at the Tower of London.

NON-COMPLIANCE

Any member of staff who fails to comply with the Policy will be subject to Disciplinary Procedure in accordance with the Museum's Disciplinary Policy.

Consultants, Contractors and Visitors failing to comply with the policy may be asked to leave site.

In addition, individuals who fail to comply with the smokefree law are liable for a fixed penalty fine and possible criminal prosecution. Where this involves a member of Royal Armouries (International) plc staff, their discipline policy will apply.

HELP TO STOP SMOKING

Information on stopping smoking is available from the NHS Smoking Helpline whose number is 0800 169 0 169. The helpline can offer advice and support on stopping smoking. Information is also available from:

www.givingupsmoking.co.uk or www.gosmokefree.co.uk.

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Amendments to policy

Rev. Date	Reviewed by	Amendments
21.11.14	Derek Johnson	Review page added to document to record future amendments
13.5.15	Derek Johnson	Review pre DG Approval – Draft Water Mark Removed
2.7.15	Derek Johnson	Policy now includes Fort Nelson and the Tower of London

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