

Workplace Smoking Policy for Monmouth Rugby Football Club
(Effective from 2 April 2007)

General Principles

Under the Health and Safety at Work Act 1974, employees have duties to take reasonable care for the health and safety of themselves and others and to co-operate with the employer as far as is necessary to enable the employer to comply with the requirements of the Health and Safety at Work Act.

This smoking policy seeks to guarantee all employees the right to work in air free of tobacco smoke.

All substantially enclosed premises will be designated smoke-free from 2 April 2007 with adequate signage to inform employees and visitors of the 'smoke free' status of the building.

Smoking is not permitted inside any work area, nor may customers or members smoke on the pavement immediately outside the Glendower Street club-house.

In the interests of those continuing to smoke, smoking will be permitted at the Glendower Street premises and the Sports Ground Pavilion out of doors only, and then only when access doors to the building are closed, thus posing no risk to the health of employees (or members). A gazebo without sides will be erected to minimise the impact upon members of inclement weather within the guidelines concerning 'substantially enclosed premises'.

Receptacles will be provided for the disposal of cigarette ends and other waste smoking materials in the rear courtyard which will be regularly cleared away.

Given its responsibility to inform Staff of the Policy, the General Committee has accepted its obligations under the forthcoming legislative changes and will be asked to formally approve a Policy at its meeting of 12 February taking into account any comments made by the Employees who will be formally consulted at the Bar Committee Meeting held on 7 February 2007. Issues arising from the operation of the introduction of this Policy will be considered at subsequent Bar Committee Meetings with outcomes and any unresolved issues being reported to the General Committee.

Visitors and Temporary Staff are expected to abide by the terms of this policy. Adequate Signage will be in place to advise them of the requirements.

Job advertisements and interviews will include reference to this policy. On their appointment, all new staff members will be given a copy of this policy.

This policy, in recognising that passive smoking can adversely affect the health of all employees, is not concerned with whether anyone smokes, but where they smoke, and the effect that this has on non-smoking colleagues. However, it also recognises that the smoking policy will impact on smokers' working lives.

In an effort to help individuals adjust to this change, the following help is being provided:

- Up to five hours off work to attend any course established to help smokers quit
- Smoking Cessation support provided by enforcement of this Policy by all members and their employees with breaches of this policy being subject to the normal disciplinary procedures for members and employees alike.

Responsibility for implementing and monitoring this policy rests with the Club Officers, with a record being kept of any adverse incidents and remedial action taken.

Four weeks notice will be given of the introduction of this policy. Monitoring of this policy will be carried out at the formal monthly Bar Committee meetings. A formal review of the policy will be conducted after eighteen months.

Four weeks notice will be given of any changes made to the policy following appropriate consultation with employees and formal discussion at Bar and General Committee Meetings.

Peter Walters

Hon. Secretary (on behalf of the General Committee of Monmouth RFC)

27 February 2007