



NVR Smoking Policy

1.0 Introduction

This policy has been developed to protect persons from exposure to secondhand smoke and to ensure compliance with legislation.

2.0 Scope of the policy

- This policy applies to all persons on NVR property including employees, volunteers, contractors, members of the public, media and performers.
- This policy applies to NVR property including buildings and rolling stock.
- This policy is to provide a smoke free environment to all to encompass both the applicable legislation and as role models to our younger visitors.

3.0 Policy statement

It is the policy of the NVR that within agreed limits set out below, all our buildings and trains are smoke free and that staff and the public have a right to a smoke free environment.

3.1 The aims of the policy:

- To ensure a healthy environment at the NVR.
- To promote the benefits of a smoke free environment.
- To ensure compliance with legislation.
- To confirm the consequences of non-compliance.
- To remove the risk of fire hazard from discarded cigarettes

3.2 Implementation:

- Day to day responsibility for implementation rests with managers.
- Tenders and contracts to stipulate compliance as a contractual condition.
- Prospective staff to be made aware of the policy.

3.3 Smoking restrictions and controls:

- Smoking and the use of e-cigarettes and vaping devices is prohibited inside all buildings temporary and permanent. (*both NVR and privately owned*)
- Smoking and the use of e-cigarettes and vaping devices is prohibited in rolling stock (*both NVR and privately owned*)
- Smoking and the use of e-cigarettes and vaping devices is prohibited on NVR platforms.
- Smoking and the use of e-cigarettes and vaping devices is prohibited within 5 metres of the main station building at Wansford.
- Smoking and the use of e-cigarettes and vaping devices is prohibited on all diesel locomotives including self-propelled engineering vehicles and railcars in use on NVR.
- Smoking is permitted on the footplate of a steam locomotive **provided** that all NVR staff present agree, and that there are no non-NVR staff present.
- Smoking is permitted track-side subject to fire safety procedures being in place to prevent line-side fires.

4.0 Applicable legislation

- Health Act 2006
- Smoke-free (Premises and Enforcement) Regulations 2006.
- The Management of Health & Safety at Work Regulations 1999

- The Workplace (Health, Safety and Welfare) Regulations 1992

5.0 Responsibilities

- **Employees and volunteers** are required to comply with the policy and to advise visitors and contractors of the need to comply with 'No Smoking Legislation'
- **Smokers** are required to dispose of smoking debris in the collection boxes provided. .
- **Managers** are required to ensure that their staff and contractors are aware of the policy and to monitor compliance with the policy.

6.0 Arrangements

- Designated smoking areas have been established and provision is made for smoking material debris collection and removal.
(Smoking areas to be located so that non-smokers do not have to pass through them, and that smoke does not drift into buildings)
- Signage is displayed in prominent positions at building entrances.

7.0 Smoking breaks for smokers

- Employees and volunteers make a personal choice, whether to smoke, or not. Employees should not see this choice as involving an entitlement to take additional breaks away from work which are not enjoyed by employees who do not smoke at work.
- Smokers are required to agree with their managers the local arrangements for taking smoke breaks, so that services can be maintained.

8.0 Consequences of non-compliance

- Staff and volunteers are subject to the disciplinary procedures for contravening the policy.
- Visitors will be asked to leave the railway if they persist in contravention.

Signature of the chairman of the board of directors.....

Date *7 September 2019*.....