

## **SMOKE-FREE POLICY**

### **Purpose**

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the smoke-free provisions of the Health Act 2006 and the related regulations for Wales which are due to come into force in 2007.

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not stop potentially dangerous exposure.

### **Policy**

It is the policy of [*name of business*] that all of our workplaces are smoke-free and all employees have a right to work in a smoke-free environment. The policy shall come into effect on [*date*] and be reviewed on [*date*] by [*name*].

Smoking is prohibited throughout the entire workplace with no exceptions. This includes company vehicles. This policy applies to all employees, consultants, customers or members and visitors.

*[If there are external areas where employees and customers can smoke, these should comply with the law and can be outlined here]*

### **Implementation**

Overall responsibility for policy implementation and review rests with [*name - the manager or person in control of the premises*]. All staff are obliged to adhere to and to facilitate the implementation of the policy.

The person named above shall ensure that all existing employees, consultants and contractors are aware of the policy and of their role in the implementation and monitoring of the policy. They will also ensure that all new personnel are given a copy of the policy on recruitment/ induction.

Appropriate 'No smoking' signs will be clearly displayed at or near the entrances to the premises. *[The proposed requirements for signage are set out in draft Welsh regulations].*

### **Non-compliance**

Local disciplinary procedures should be followed if a member of staff does not comply with the policy. The following steps are recommended:

- Draw the person's attention to the 'No Smoking' signs and remind them that they are committing an offence. Politely ask them to stop smoking.

- Advise the person that it is also an offence for you (as manager, owner etc) to let anyone smoke.
- Explain to them that the business has a smoke-free policy to ensure a safe working environment for all staff and customers.
- If your warning is ignored, immediately ask them to leave the premises (and, where relevant, inform them where they can smoke).
- If the person refuses, implement your normal disciplinary procedure for antisocial/ illegal behaviour in the workplace.
- Maintain a record of all such incidents and outcomes.

### **Help in stopping smoking**

The following sources of support are available for for smokers who want to stop:

***Smokers Helpline Wales: 0800 169 0169.*** Provides advice and self-help materials.

***All Wales Smoking Cessation Service: 0800 085 2219.*** Free local service providing cessation support and counselling.