

SMOKEFREE POLICY GUIDANCE



SMOKEFREE THE WAY TO BE



Wrexham County Borough Council
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Smoke-Free Policy

To communicate the new law and all of its implications, we strongly recommend that you develop and implement a written smoke-free policy. This policy should:

- Be concise and simple to understand.
- Identify the members of management and staff who have responsibility for its implementation.
- State the procedures to be followed in the event of non-compliance.
- Acknowledge the right of employees to work in a smoke-free environment.
- Provide information on how to obtain help to quit smoking.
- Be communicated to all staff – and in particular to new and part-time staff before they commence employment.

If the policy is broken, disciplinary action should be taken. This ought to be similar to the procedures used for violation of other health and safety matters. Employees should be given 12 weeks' notice of any change in working conditions.

To give you an idea of what should be included in the policy, there's a sample copy overleaf.

Smoke-Free Policy template

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 Premises Regulations 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 completely stop potentially dangerous exposure.

Policy

It is the policy of [INSERT 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, contractors, 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 facilitate the implementation of the 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. They'll also have to give all new personnel a copy of the policy on recruitment/induction.

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

Non-compliance

Disciplinary procedures should be followed if a member of staff does not comply with this policy. The procedures set out at Appendix 1 should be followed if a customer, visitor or passenger does not comply. Those who do not comply with the smoking law are also liable to a fixed penalty fine and possible criminal prosecution.

Help to Stop Smoking

Support for smokers who want to stop will be provided. Free support is available from the All Wales Smoking Cessation Service - 0800 085 2219, or your local GP.

APPENDIX 1

What to do if someone ignores the smoking ban in your premises

- Draw the person's attention to the 'No Smoking' signs and remind them that they're committing an offence. Politely ask them to stop smoking.
- Advise the person that it's also an offence for you (as owner, manager 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 the person smoking is an employee:

- If your warning has been 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.

If the person smoking is a customer:

- Explain that staff are obliged to refuse service if they continue to smoke.
- If the customer carries on smoking, ask them to leave the premises (and, where relevant, inform them where they can smoke).
- If he/she refuses, implement the normal procedure for anti-social/illegal behaviour in the premises.
- Maintain a record of all such incidents and outcomes.

In all cases where physical violence or intimidation is threatened or encountered, seek the assistance of the police.