

Smoke- Free Policy

Purpose

This policy has been developed to protect all employees, service users and visitors from exposure to second hand smoke and to assist compliance with 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 the Public Services Ombudsman for Wales (PSOW) that his workplace is smoke free and all his employees have a right to work in a smoke free environment. This policy will come into effect on 1 January 2007.

Smoking is prohibited throughout the entire workplace with no exceptions. This includes any vehicle hired by PSOW and used on his business. This policy applies to all staff, and to all other persons including consultants, contractors and visitors.

If a member of staff or other person wishes to smoke then the area immediately outside the front and rear doors to the premises are set aside for that purpose. Debris associated with smoking should be placed in the receptacles provided.

Implementation

Overall responsibility for policy implementation and review rests with the Director of Corporate Services. All staff are obliged to adhere to and to facilitate the implementation of this policy.

The Director of Corporate Services shall ensure that all employees are aware of this policy and of their role in implementation and monitoring. It will be the responsibility of staff who are hosting the visit of any consultant,

contractor or visitor to ensure that they are aware of this policy and its implications. The Corporate Services Manager will ensure that this policy forms part of the induction package for new members of staff.

“No Smoking” signs will be clearly displayed as required by the relevant legislation.

Non-compliance

Failure to comply with this policy will be considered under the PSOW's disciplinary procedure although this will only be used if the member of staff ignores a request to stop smoking within the building. A consultant, contractor or visitor who smokes contrary to this policy will be asked to immediately leave the building and the incident reported to the Director of Corporate Services who will consider what further action to take.

All incidents of non-compliance with this will be reported to the Director of Corporate Services who will maintain a record.

Help in stopping smoking

The following sources of support are available 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.

Review

This policy will be reviewed annually by the Director of Corporate Services