

SMOKE-FREE POLICY FOR (INSERT BUSINESS NAME)

PURPOSE

The aim of this policy is to protect all employees, customers and visitors from exposure to second-hand smoke and to comply with the Smoking (Northern Ireland) Order 2006 which will be enforced by District Councils from 30th April 2007.

POLICY

It is the policy of (insert name of business) that all areas of our (residential care home/nursing home/hospice/ residential mental health unit) are smoke-free **or*** all areas of our (residential care home/nursing home/hospice/ residential mental health unit) except for (insert details of room/s which has/have been designated as a room in which smoking is permitted) which has been designated as a room/s in which smoking is permitted and is/ are clearly indicated by a sign on the door/s to the room/s. All vehicles used in connection with this business are also smoke-free. The policy shall come into effect on (insert date) and will be reviewed on (insert date) by (insert name).

PREMISES

Smoking is prohibited throughout the entire (residential care home/nursing home/hospice/residential mental health unit) **or*** smoking is prohibited throughout the (residential care home/nursing home/hospice/residential mental health unit) except in the (insert name of room/s) which has/have been designated in writing by the owner/management as a room/s in which smoking is permitted.

Details of the room/s which has/have been designated as a room/s in which smoking is permitted is/are retained in the designated smoking room register which is held by (insert name of manager) in (insert place where register held).

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A sign has been placed on the door of the designated room/s. Staff and non resident visitors to (insert name of business) are not permitted to smoke in the designated room/s.

The room/s designated as a smoking room/s shall be used only for smoking and for no other purpose.

An area has been provided externally (insert location of area) for staff and non-resident visitors to the (residential care home/nursing home/hospice/ residential mental health unit) who wish to smoke. Receptacles will be provided for disposal of cigarette ends and other waste smoking materials in this area. *(note: delete this paragraph if you will not be providing an external smoking area).*

VEHICLES

All work vehicles will be smoke-free at all times.

*Or

All work vehicles will be smoke-free at all times unless they are only ever used by the same person and where passengers are never carried.

EMPLOYER DUTIES

- To display No Smoking Signs as required by the legislation.
- To clearly indicate the room/s in which, residents are permitted to smoke and ensure that the doors to such rooms mechanically close immediately after use. *(note: Delete this bullet point if you have not designated any such rooms)*

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- To ensure that where a ventilation system is provided to a designated smoking room that it does not discharge into a smoke-free area. *(note: Delete this bullet point if you have not designated any such rooms)*
- To prepare and maintain a register of the room/s in which smoking is permitted and ensure that only residents smoke in the designated room/s. *(note: Delete this bullet point if you have not designated any such rooms)*
- To ensure employees, customers and visitors do not smoke in smoke-free places and vehicles.
- To investigate complaints regarding employees, customers and visitors smoking in areas which are designated as smoke-free.
- To inform, consult and train employees and visitors on this policy.

EMPLOYEES DUTIES

- To ensure that they or others do not interfere with no smoking and designated smoking room signs.
- To comply with the Smoke-Free Policy.
- To ensure customers and visitors do not smoke in smoke-free places and vehicles.
- To report incidents of smoking in smoke-free areas and vehicles.

CUSTOMER/VISITOR DUTIES

- Customers are not permitted to smoke in smoke-free areas or vehicles.

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HELP FOR THOSE WHO SMOKE

This policy is not intended to stop people smoking but to regulate where they smoke and how second-hand smoke affects others. To help smokers adjust to the changes occurring they should contact the smokers helpline on 0800 858585 who can advise of local support services.

ENFORCEMENT OF THIS POLICY

Failure to comply with this policy will be dealt with through the company's disciplinary procedures. Visitors who breach the policy will be asked to stop smoking and will be asked to leave the premises if they fail to comply with this request. All breaches of this policy will be recorded in writing by the organisation. Be aware that, in addition to action taken under this policy, the local council may take legal action against individuals who smoke in smoke-free places or vehicles.

Signature: - _____

Position in Company: - _____

Date: - _____

Important Notes

*Delete which ever is not applicable. (Note: There is no requirement to designate a room in which smoking is permitted.)

Other deletions will be required to the template if you decide to designate one or more rooms for the purposes of smoking

A designated room means a bedroom or room used only for smoking which;

a) has been designated by the person having charge of the premises in which the room is situated as being a room in which smoking is permitted;

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- b) has a ceiling and, except for doors and windows, is completely enclosed on all sides by solid, floor to ceiling walls;
- c) does not have a ventilation system that ventilates into smoke-free areas;
- d) does not have any door that opens that is not mechanically closed immediately after use; and
- e) is clearly marked as a room in which smoking is permitted.

Only those mental health units providing long term care are permitted to designate smoking rooms. Long term care is defined as accommodation which, in the normal course of events, is provided for **not less than** 6 months.