



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 with compliance with the smoke-free provisions of the Health Act 2006 and the related regulations for Wales which came into force on 2nd April 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 air space does not stop potentially dangerous exposure.

Policy

It is the policy of The New House Country Hotel 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 2nd April 2007 and will be reviewed annually by the General Manager.

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

Implementation

Overall responsibility for policy implementation and review rests with Stephen Banks, all staff are obliged to adhere to and to facilitate the implementation of the policy.

Stephen Banks 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 and hotel guests are informed on arrival.

Appropriate No Smoking signs will be clearly displayed at or near the entrance to the premises.

Non Compliance

Local disciplinary procedures should be followed if a member of the public does not comply with the policy.

- Draw the persons 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 anybody smoke in the building.
- 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