

Smoke Free Policy

As we recognise that all employees, patients, suppliers and visitors to the practice have the right to work in, or visit, a smoke-free environment, we have a smoke-free policy. This policy has been developed to protect all employees, patients, suppliers and visitors from exposure to second-hand smoke and to assist compliance with the relevant regulation and legislation.

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 exposures. It is therefore the policy of the Oxford Orthodontic Centre that the entire practice is smoke-free, and smoking is prohibited throughout the entire workplace with no exceptions.

The policy applies to all employees, suppliers, contractors, patients and visitors. The practice will encourage and support any member of the dental team who requires help in giving up smoking.

Implementation

Overall responsibility for the smoke-free policy rests with Dr Sadaf Khan. However, all members of staff are required to adhere to and help with the implementation of the policy. Karen Medicott is responsible for informing contractors, patients and visitors of the policy and will monitor compliance. New staff will be provided with a copy of the policy as part of the induction programme.

Appropriate no smoking signs are clearly displayed at entrances to and within the practice.

Disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

Name	Dr Sadaf Khan
Date approved	December 2017
Review date	July 2019