

# Smoke-Free Policy

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This policy has been developed to protect all employees, patients and visitors to the practice from exposure to second-hand smoke. Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposures.

It is the policy of the Oxford Orthodontic Centre that the entire practice is smoke-free; all employees have a right to work in a smoke-free environment. This policy comes into effect on 1<sup>st</sup> January 2000 and will be reviewed annually.

Smoking is prohibited throughout the entire workplace with no exceptions. The policy applies to all members of the dental team, patients and other visitors to the practice. The practice will encourage and support any member of the dental team who requires help in giving up smoking. The NHS provides an online resource for advice, information and support to stop smoking ([www.givingupsmoking.co.uk](http://www.givingupsmoking.co.uk))

## Implementation

Overall responsibility for the smoke-free policy rests with Dr Jeremy Breckon. All members of staff are required to adhere to and help with the implementation of the policy. Mrs Karen Medicott is responsible for informing the dental team, 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 will be clearly displayed at entrances to and within the practice.

Non-compliance with the policy will be dealt with through the practice disciplinary process, a copy of which can be obtained from [name]

A handwritten signature in black ink, appearing to read 'J Breckon'. The signature is written in a cursive style with a large initial 'J'.

Adopted: 16 February 2011

Reviewed: 2 January 2013