

Oxford Orthodontic Centre

SMOKE-FREE POLICY

The policy of The Oxford Orthodontic centre that the entire practice is smoke-free and all employees have a right to work in a smoke-free environment. This policy comes into effect on 1st January 1996 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 on line resource for advice, information and support to stop smoking (www.givingupsmoking.co.uk)

Implementation

Overall responsibility for the smoke-free policy rests with Mrs. Karen Medlicott. All members of staff are required to adhere to and help with the implementation of the policy. Mrs. Karen Medlicott 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.

Signed

Date

January 2009