

CANOLFAN CEIRIOG CENTRE CYF

Company Registration Number: 4984871

Charity Registration Number: 1103898

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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 compliance with the Smoke-free Premises Regulations 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 airspace does not completely stop potentially dangerous exposure.

Policy

It is the policy of the Canolfan Ceiriog Centre that all of our workplaces are smoke-free and all employees have a right to work in a smoke-free environment. This policy came into effect on 2nd April 2007 and is reviewed each year by a responsible person from within the Canolfan Ceiriog Centre.

Smoking is prohibited throughout the entire workplace with no exceptions. This includes company vehicles and any areas of the centre which are incorporated into the facility, this includes the tennis courts. This policy applies to all employees, consultants, contractors, customers or members and visitors.

However there is a designated smoking area outside of the building, located near the tennis court fence to the right of the building. This area can be utilised by employees and customers to smoke.

Implementation

Overall responsibility for policy implementation and review rests with the board of directors at the Canolfan Ceiriog Centre, All staff are obliged to adhere to, and facilitate the implementation of the policy.

The person named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. The recruiting director will also give all new personnel a copy of this policy on recruitment/induction.

Appropriate 'No Smoking' signs will be clearly displayed at the entrances to and within the premises.

Non-compliance

Disciplinary procedures should be followed if a member of staff does not comply with this policy. The procedures set out at Appendix 1 should be followed if a customer, visitor or passenger does not comply. Those who do not comply with the smoking law are also liable to a fixed penalty fine and possible criminal prosecution.

Help to Stop Smoking

Support for smokers who want to stop will be provided. Free support is available from the All Wales Smoking Cessation Service - 0800 085 2219, or your local GP.

This policy is fully endorsed by the Canolfan Ceiriog Centre Trustees

Trevor Bates (Chair)

June 2025

Appendix 1 - What to do if someone ignores the smoking ban in your premises

- Draw the person's attention to the 'No Smoking' signs and remind them that they're committing an offence. Politely ask them to stop smoking.
- Advise the person that it's also an offence for you (as owner, manager etc) to let anyone smoke.
- Explain to them that the business has a smoke-free policy to ensure a safe working environment for all staff and customers.

If the person smoking is an employee:

- If your warning has been 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.

If the person smoking is a customer:

- Explain that staff are obliged to refuse service if they continue to smoke.
- If the customer carries on smoking, ask them to leave the premises (and, where relevant, inform them where they can smoke).
- If he/she refuses, implement the normal procedure for anti- social/illegal behaviour in the premises.
- Maintain a record of all such incidents and outcomes.

In all cases where physical violence or intimidation is threatened or encountered, seek the assistance of the police.