

Appendix 3

Smokefree requests to clients/service users

It is proposed that the wording below should be included in all correspondence to clients/service users in relation to all visits to private dwellings.

“In an effort to minimise the exposure of our staff to second hand tobacco smoke, the council are asking you to keep one room tobacco smoke-free prior to a visit. This can be achieved by not smoking or allowing anyone else in your house to smoke in the room or part of your house where you will meet our staff (or parts of the house where our staff are likely to enter) for at least 30 minutes prior to their visit. It would help if, in those rooms or parts of your house where you or others do smoke, the room were ventilated for at least 30 minutes prior to the visit.

We request that while the member of staff is with you, you do not smoke. If you do smoke while they are in your home he/she will request you to stop for the duration of the visit.

In some circumstances, e.g. where a smoky environment cannot be avoided, we may have to review the service we provide and make changes to protect the health and safety of our staff safe.

Wirral Council is committed to providing a quality service to the residents of Wirral. We also have a legal responsibility towards our staff for their health, safety and welfare. If you have any queries regarding this request please contact the named person at the top/bottom of this letter”.