

# SMOKE-FREE POLICY

## Policy Statement

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 Smoking, Health and Social Care (Scotland) Act 2005.

Breathing in other peoples tobacco smoke has now been shown to cause lung cancer and heart disease in non-smokers, as well as many other illnesses and minor conditions. Estimates indicate 1,500 to 2,000 deaths per year among non-smoking (life-long or quitters) adults in Scotland, caused by exposure to environmental tobacco smoke. Passive smoking represents the greatest risk to public health when compared to other forms of 'involuntary' environmental exposure.

By introducing this Smoke-Free Policy we aim to:-

- Protect and improve the health of all employees, service users, customers, visitors, contractors and any other persons using the premises and/or services
- Protect both smokers and non-smokers from the danger to their health of exposure to 'second-hand' (passive) smoke
- Set a positive example to other employers and workforces

## Policy

It is the Policy of \_\_\_\_\_ that all our workplaces are smoke-free and all employees have the right to work in a smoke-free environment. The Policy will apply to all employees, service users, customers, visitors, contractors and any other persons using the premises and/or services. This includes staff from other organisations using \_\_\_\_\_ as a base and/or to provide services.

The Policy shall come into effect on 26<sup>th</sup> March, 2006 and shall be reviewed on \_\_\_\_\_ by \_\_\_\_\_.

Smoking is prohibited throughout the entire workplace with no exceptions. This includes company vehicles including vans and lorries.

[Smoking may be permitted on company grounds provided that it occurs within a designated smoking area. Employees who choose to smoke within the permitted areas must do so on their regularly scheduled breaks or meal periods. Each employee is expected to abide by the terms of the smoke free policy both during and after hours. The designated smoking area is located \_\_\_\_\_ ]

## Implementation

The overall responsibility for policy implementation and review rests with \_\_\_\_\_. All staff are obliged to adhere to , and facilitate the implementation of the policy.

The person named above shall inform all existing employees, consultants, contractors, customers, members and visitors of the policy and their role in the implementation and monitoring of the policy.

Compliant “No Smoking” signs will be clearly displayed at the entrances to and within the premises.

Copies of this Policy will be distributed to all employees.

## Managers and Supervisors

Managers and supervisors have a responsibility to ensure that all persons adhere to the Policy within the premises and/or services under their management control.

The success of this policy depends on the thoughtfulness and cooperation of everyone. All employees share the responsibility of following and enforcing the policy. Any problems should be referred to the appropriate supervisor.

## Non-Compliance

Employees who do not comply with this policy will be subject to the same disciplinary action accorded violations of other business policies.

Additional information can be obtained from \_\_\_\_\_.

Those who do not comply with the smoking law are also liable to a fixed penalty fine and possible criminal prosecution.

## Employees – Support For Smoking Cessation

Employees who smoke and would like to stop, are invited to participate in smoking cessation programmes offered by NHS Scotland. Additional support can be provided by Smokeline 0800 848484, [www.hebs.com/tobacco](http://www.hebs.com/tobacco), your own GP and the local participating Pharmacy. Support will be provided to staff who want to stop smoking. Further information can be obtained from

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