

# PO171 SMOKING POLICY & PROCEDURE

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## Policy

### Smoking at work

It is the policy of CVS Falkirk to establish working environments that are entirely free of tobacco smoke. This includes, but is not limited to, in our offices, in offices and buildings we visit, and in cars where other people are present.

This policy has been developed to protect all employees, clients and visitors from exposure to second hand smoke and to assist compliance with the:

- Smoking, Health and Social Care (Scotland) Act 2005 as well as the
- Health & Safety at Work Act 1974 and the Safety & Health of Pregnant Workers Directive (92/85/EEC).

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 with the same airspace does not completely stop potentially dangerous exposure.

Smoking (including the use of e-cigarettes) is prohibited throughout the entire workplace with no exception. Staff, clients and visitors are prohibited from smoking at the front entrance to the building, or under office windows, where smoke may affect other people, giving rise to complaints.

Smoking is only permitted at the entrance to the CVS Falkirk car park.

## Procedure

### Implementation

Appropriate 'no smoking' signs are clearly displayed at the entrance to the building, through the building and in all meeting rooms.

Staff will be made aware of this policy during their induction and at staff meetings. Visitors (including contractors and clients) will be made aware of this policy at signing in and welcoming to this building.

Staff may take a break to smoke at the discretion of their line manager. Breaks for smoking should not interfere or be to the detriment of their working activity. This is an option and not a right, and permission may be withdrawn at any time.

Overall responsibility for the implementation of this policy rests with your line manager, and ultimately the CEO. All staff are required to adhere to the policy and cooperate with its implementation and enforcement.

Training for staff and managers will be available each year and will include NHS health behaviour change, tobacco awareness and participation in 'no smoking day' activities.

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## Non compliance

Smoking in this building is a criminal offence. Those who do not comply with the smoking law are liable to a fixed penalty fine and possible criminal prosecution.

If a visitor (including contractors and clients) does not comply with the above, staff will:

- Draw the person's attention to the 'no smoking' signs and remind them that they are committing an offence
- Politely ask them to stop smoking
- Advise the visitor that it is an offence for staff to let anyone smoke
- Explain that CVS Falkirk has a smoke free policy to ensure a safe working environment for all

If the visitor continues to smoke, staff will:

- Immediately notify a member of the management team
- If appropriate, withdraw the service
- If necessary, report the offence to the police
- Maintain a record of the incident and its outcome.

Managers have a significant responsibility to ensure that all employees, volunteers, third party contractors and visitors are fully aware of this policy and that they adhere to the policy. Failure to do so, or any significant breaches of the policy, may result in disciplinary action being taken up to and including summary dismissal.

## Help to Stop Smoking

There are a range of support mechanisms available to help people to stop smoking. These include:

- Smokeline Scotland (0800 848 484) between 12 noon and 12 midnight, 7 days a week
- Requesting information from [info@netscotland.co.uk](mailto:info@netscotland.co.uk)
- Action on Smoking and Health (ASH) who raise awareness about tobacco and its effects on people's lives.
- No Smoking day campaigns organised by British Heart Foundation.

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