

# *Policy*

## *No-Smoking*

### *Introduction*

Second-hand smoke is both a public and workplace health hazard. This No-Smoking Policy seeks to guarantee the right of all to breathe air free of tobacco smoke and to comply with smoke-free legislation. Adequate signage will be displayed to inform employees, customers, clients and visitors of the smoke-free status of the organisation / company.

### *1. The Policy*

- 1.1. Smoking is not permitted in any part of the premises, entrances or grounds at any time, by any person regardless of their status or business with the company unless the grounds have a designated outside smoking area that complies with legislation
- 1.2. Cleaning and maintenance of areas/ shelters provided for smoking is the responsibility of all persons who use the facility and are named on the service users cleaning rota
- 1.3. Smoking will not be tolerated at entrances and exits

### *2. Facilities for disposal of smoking refuse etc*

- 2.1. Receptacles will be provided for the disposal of cigarette ends and other waste smoking materials and will be clearly visible at designated smoking areas

### *3. Vehicles*

- 3.1. To comply with smoke-free legislation smoking is not permitted in company vehicles or any other vehicles used for company business including staff vehicles

### *4. Visitors*

- 4.1. All visitors, contractors, deliverers, temporary staff and volunteers are expected to abide by the terms of this policy. No smoking signs are visible in all appropriate areas and staff and volunteers are informed through normal training, induction and recruitment procedures.

### *5. Floating support*

- 5.1. Floating support workers visiting clients who smoke in their own homes should ask the client to refrain from smoking for at least one hour prior to the scheduled appointment.

## ***6. Help for those who smoke***

- 6.1. Employees who smoke and wish to quit will be provide with support to enable them to do so
  - 6.1.1. Via the NHS Stop Smoking Service, free-phone help-line 0800 169 0169
  - 6.1.2. Employees will be permitted to use company computer equipment to use relevant websites such as [www.settingcaptivesfree.com/breath\\_life](http://www.settingcaptivesfree.com/breath_life)
  - 6.1.3. If the time to attend Stop Smoking Services or to contact help-lines is available during working hours the appropriate line manager should be notified and this will be accommodated whenever possible

## ***7. Compliance requirements of the policy***

- 7.1. Staff breaches of this policy will be subject to the normal disciplinary procedures, as stated in employees' handbook.
- 7.2. Service user breaches of this policy will be subject to the normal disciplinary procedures, as stated in the project rules.
- 7.3. Contractor breaches of this policy will be reported to their company to be subject to their normal disciplinary procedures.
- 7.4. Visitor breaches of this policy will be asked to leave the premises.
- 7.5. Any person who breaches this policy will be reminded that they are also breaking the law

## ***8. Implementation and maintenance***

- 8.1. Managers and supervisors are responsible for ensuring the implementation and maintenance of this policy. However all staff have a personal responsibility in ensuring their personal compliance and in ensuring that all those who enter the premises are made aware of the policy.

## ***9. Comments, Complaints, Monitoring and Review***

- 9.1. Comments or complaints related to this policy can be through the company web site at [www.sanctuarytrust.org.uk/contacts](http://www.sanctuarytrust.org.uk/contacts) or in writing to:

The Director  
Office 9 Champness Hall  
Drake Street  
Rochdale  
OL16 1PB

- 9.2. This policy will be reviewed as stated at the foot of this document

10. No section of this policy nullifies government legislation and all staff, volunteers, service users and any visitor should make themselves aware of legal requirements.