



Smoke Free Policy

Purpose

This policy has been developed to protect all employees, service users and visitors from exposure to second-hand smoke and to assist compliance with the Smoking, Health and Social Care (Scotland) Act 2005.

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 Indigo Childcare Group is that all of our workplaces are smoke-free and all employees has a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire workplace and surrounding grounds with no exceptions, this includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors.

Implementation

Overall responsibility for policy implementation and review rests with the manager or person in control of the premises.

All staff are obliged to adhere to, and facilitate the implementation of the policy.

The manager or person in control of the premises shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also ensure all new personnel are aware of the policy upon recruitment/induction.

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

Non-compliance

Disciplinary procedures will be followed if a member of staff does not comply with this policy.

If the person smoking is a service user or visitor:

- Explain that staff are obliged to refuse service if they continue to smoke.
- If they carry 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 on the premises.
- Maintain a record of all such incidents and outcomes.

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 employees who are smokers who want to stop will be provided.

Sources of support are: Smoke line 0800 848484, www.hebs.com/tobacco, the Public Health Department of your local NHS Board, or your local GP surgery.

Date Implemented: 27th June 2011

Date Reviewed: 27th June 2011