

No Smoking Policy

Purpose

This policy has been developed to protect all employees, services users, customers and visitors from exposure to second-hand smoke and to assist compliance with the Smoking, Health and Social Care (Scotland) Act 2005 and the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006.

General

It is the Policy of the Association that smoking is prohibited in all our office premises including 4 Carden Place, Waverley Place, Care and Repair Project offices and scheme based offices. No provisions will be made for "smoking areas" within the offices.

Smoking is also prohibited in company goods vehicles i.e. Castlehill or Care and Repair vans.

"No Smoking" signs will be displayed in public areas of our offices in such a way as to make staff, customers and visitors aware that they must comply with Smoking Legislation. Appropriate signs will be displayed on company vehicles within the scope of legislation.

All staff will have a duty to inform anyone smoking within our office premises that he/she is committing an offence. Staff should politely request that the person extinguish their smoking material immediately or leave. Staff are permitted to refuse service to individuals who are smoking against the law.

Implementation

Overall responsibility for policy implementation and review rests with the Chief Executive, with day-to-day responsibility devolved to line managers. All staff are obliged to adhere to, and facilitate the implementation of the policy. The Association's disciplinary Provisions will be followed if a member of staff does not comply with this policy.

Help to Stop Smoking

Support for staff members who want to stop smoking will be provided with assistance with the purchase of nicotine replacement products considered, along with help to access other methods of giving up smoking.

Sheltered and Very Sheltered Housing

Communal areas within Sheltered and Very Sheltered Housing fall within the scope of the smoking legislation and as such, smoking is not permitted in any of these areas. Communal areas can include, residents lounge, common kitchens, laundry, toilets and corridors. Appropriate "No Smoking" signs will be displayed at each scheme.

It is Association policy that smoking is prohibited in all guest bedrooms and staff sleepover accommodation. No provision will be made for "smoking areas" within common parts of sheltered schemes and staff must not smoke in the premises.

Home Visits

The Association has a significant number of staff who undertake home visits to tenants and other customers of our services.

Association staff visiting or interviewing clients in their own homes are not permitted to smoke in that client's home.

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The Association recognises its duty to take reasonable steps to protect our employees from risks of passive smoking and have appropriate control measures in place with respect to home visits.

- Clients will be requested not to smoke when the staff member is visiting. The Association will publicise this in our literature e.g. newsletters, website, etc and individual staff may include such a request in correspondence as necessary.
- Staff will have discretion to assess risks and, if concerned about passive smoking, in particular circumstances they will have the right to postpone or terminate any visit.
- If particular risks are identified, staff should try to arrange office appointments with clients where practical.
- Line managers will support staff in ensuring appropriate ways to provide services whilst protecting staff rights to work in a smoke-free environment.
- The Association recognises that staff are at times providing emergency response services to clients, e.g. in Sheltered Housing, and in such circumstances it is not always possible to ensure a smoke-free working environment. The Association will record and monitor all such incidents reported by staff and put reasonable control measures in place wherever possible if an ongoing risk to health is identified.