



SMOKE FREE POLICY

STATEMENT

This policy has been developed to protect all employees, service users and volunteers from exposure to second-hand smoke. Second-hand smoke is both a public and a workplace health hazard. 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 prevent exposure to tobacco smoke. This policy seeks to guarantee the right of all to breathe air free of tobacco smoke and to comply with smoke-free legislation. It has been devised in full consultation with service users, staff and volunteers. This Smoking Policy also applies to the use of electronic cigarette (e-cig or e-cigarette), personal vaporizer (PV), or electronic nicotine delivery system (ENDS). The use of any smoking devices is prohibited wherever smoking is prohibited.

POLICY

- Smoking is not permitted in any part of the premises used by Pillar Kincardine by any person, regardless of their status or business with the organisation, except by staff members and/or service users in previously designated smoking areas and in the immediate vicinity of provided ash trays.
- Staff and volunteers will not smoke in the presence of service users whilst engaged in Pillar Kincardine activities, regardless of the venue.
- Cleaning and maintenance of areas/shelters provided for smoking is the responsibility of service users in conjunction with staff and volunteers, and will take place after each session.
- Receptacles will be provided for the disposal of cigarette ends and other waste smoking materials at session venues external to Pillar Kincardine premises.
- To comply with smoke-free legislation smoking is not permitted in vehicles used for Pillar Kincardine business, except when used exclusively by a single individual.

COMPLIANCE REQUIREMENTS

Staff and Volunteers in breach of this policy will be subject to the normal disciplinary procedures. Service users who fail to comply with the policy may, after discussion with staff and advice on managing their smoking, be asked to cease attending.

IMPLEMENTATION, MONITORING AND REVIEW

The Service Manager is responsible for ensuring the implementation and maintenance of this policy. However all staff and volunteers have a personal responsibility to ensure their own compliance and to make sure that all those who enter the premises are made aware of the policy. The policy will be reviewed every three years as part of the normal cycle of policy review. Twelve weeks' notice will be given of any proposed change.