

Pioneering Care Partnership Smoke Free Policy



Aim

This aim of this policy is to take all possible steps to protect employees from second hand smoke exposure and to comply with legislative requirements.

Scope

The Health & Safety at Work Act 1974 places a duty upon employers to provide a working environment for employees which is safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work. In provisions made under the Health Act 2006, all enclosed and substantially enclosed workplaces and public places are legally required to be smoke free.

Policy

This no smoking policy seeks to guarantee employees the right to working in air, free from tobacco smoke and vape fumes.

There is a total ban on smoking in all parts of the Organisation's premises without exception including the use of e-cigarettes/vapes this applies to the building and grounds.

It also relates on to any external venue, or in vehicles owned, leased, or rented by the organisation and in the employees own vehicle whilst transporting service users and other employees.

This policy applies to all employees at all levels, tenants and visitors to the centre, including contractors.

Any breach of this policy will lead to the normal disciplinary procedures being applied in accordance with the organisation's Disciplinary procedure.

This policy forms part of the organisation's Health & Safety policy.

PCP recognises that smoking is an addiction and that this smoking policy will impact on smokers' working lives. PCP wishes to support employees who want to stop and help individuals adjust to this change and will give each employee who smokes, and wishes to stop, time off to seek professional help from the local NHS Stop Smoking Service, their GP or other recognised method of smoking cessation. For a maximum of 6 sessions

This policy will be communicated to all employees and users of the Centre via the staff notice board and other sites, internal and externally.

Stop Smoking Support Services

If you would like to stop smoking you can find support through the following resources:

- <https://www.nhs.uk/better-health/quit-smoking/find-your-local-stop-smoking-service/>
- Smokefree National Helpline: 0300 123 1044
- <https://www.nhs.uk/better-health/quit-smoking/>

- <https://www.boots.com/nhs-services/nhs-stop-smoking-service>
- <https://lloydspharmacy.com/pages/stop-smoking-services>

Responsibilities

Senior Leadership Team (SMT)

SLT are responsible for ensuring that all workplaces and public places are smoke free and that PCP complies with legislative requirements.

Line Managers

Managers will be responsible for the promotion of the policy by their staff.

All Employees

All employees must abide by this policy and inform their Line Manager of anyone who fails to comply with the policy.

Visitors

All visitors must abide by this policy and those not adhering to it will be asked to comply or leave the premises.

Related Policies and Procedures

This Policy should be read in conjunction with the following PCP policies, procedures or guidance:

- Health and Safety Policy

Relevant Legislation

This Policy is in line with the following relevant legislation:

- Health Act 2006

Communication

PCP will ensure that:

- All employees are aware of the policy and associated action plans at induction;
- The policy is available on PCP's intranet;
- Generic training will include examples or reference to this policy;
- Employees are informed when a particular activity aligns with this policy;
- Employees are empowered to actively contribute and provide feedback; and
- Employees are notified of all changes to this policy in a timely manner

Monitoring and Review

This Policy will be reviewed by the Operations Manager on a regular basis to ensure that it remains compliant. A full formal review will also take place every 3 years by Senior Leadership Team as part of the Policy Review Cycle, and approved by the Board of Trustees.

June 2023

Policy document tracking

Action	Date(s)
Draft to SMT:	8 June 2023
Draft to Board:	n/a
Ratified by Board:	n/a

Approved Policy circulated to SMT:	19 June 2023
Approved Policy uploaded to shared:	19 June 2023
Approved Policy circulated to staff:	19 June 2023
Interim Review Date:	N/A
Main Review Date:	June 2026
SMT Lead for Review:	Operations Manager