

Kingdom Abuse Survivors Project

Smoke Free Policy

Purpose

This policy has been developed to protect all employees, service users, customers 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 within the same airspace does not completely stop potentially dangerous exposure.

Policy

With effect from Monday 20th March it will be the policy of Kingdom Abuse Survivors Project that all of our premises are smoke free and all of our employees and service users have a right to work and receive services in a smoke free environment.

From this date smoking will be prohibited throughout the entire premises with no exceptions. This policy applies to all employees, consultants, contractors, service users or members and visitors.

Buckets with sand will be provided at the back of the car park to the rear of the building for people who wish to smoke and we would ask that cigarettes be stubbed out in the buckets provided.

Implementation

Overall responsibility for policy implementation and review rests with the Project Manager. All staff are obliged to adhere to, and facilitate the implementation of this policy. The Project Manager will inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy.

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 service users or visitors do not comply with this policy the following procedure should be followed:

- Explain that staff are obliged to refuse service if they continue to smoke.
- If service users/visitors carry on smoking, ask them to leave the premises and inform them where they can smoke.

- If service user/visitor refuses, implement normal procedure for anti-social, illegal behaviour in 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 smokers who want to stop can be found by contacting Smokeline 0800 848484, www.hebs.com/tobacco, the Public Health Department or your local GP surgery.