

**Deafblind Scotland vision – “A society in which deafblind people have the permanent support and recognition necessary to be equal citizens”**



## **Deafblind Scotland Smoke-Free Policy**

### **Policy Statement**

It is the policy of Deafblind Scotland that all of our workplaces are smoke-free and all employees have a right to work in a smoke-free environment.

### **Purpose of Policy**

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

### **Implementation**

- Overall responsibility for policy implementation and review rests with the Chief Executive.
- All staff must adhere to, and facilitate the implementation of the policy.
- The Chief Executive 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 give all new personnel a copy of the policy on recruitment/induction.
- Appropriate 'No smoking' signs will be clearly displayed at the entrances to and within the premises.

### **Non-compliance**

What to do if someone continues to smoke:

- Draw the person's attention to the 'No Smoking' signs and remind them that they're committing an offence. Politely ask them to stop smoking.
- Advise the person that it's also an offence for you to let anyone smoke.
- Explain to them that the business has a smoke-free policy to ensure a safe working environment for all staff, members and visitors.

If the person smoking is an employee:

- If your warning has been ignored, immediately ask them to leave the premises.
- If the person refuses, report the matter to **their line manager**
- Maintain a record of all such incidents and outcomes.

If the person smoking is a member, visitor, customer, consultant or contractor:

- Explain that staff are obliged to refuse service if they continue to smoke.
- If they carry on smoking, ask them to leave the premises.
- If they refuse report the matter to **the senior staff member on the premises**
- Maintain a record of all such incidents and outcomes.

Service users are expected not to smoke in their homes, or permit any other persons to smoke in their homes for at least half an hour before the visit of a representative of Deafblind Scotland arrives and not to smoke whilst the representative is in their home, or any other enclosed space. If the representative of Deafblind Scotland feels that the atmosphere in an enclosed space has an unacceptable level of smoke, then they are allowed to refuse to enter the premises even if this will mean withdrawing service from the member.

A Deafblind member may smoke in the presence of a representative of Deafblind Scotland in an open space so long as the representative is happy that the smoke is not affecting them.

Representatives of Deafblind Scotland are expected not to smoke in an enclosed place for at least half an hour before meeting with a service user.

A National Compliance Line is in operation, the number is 0845 130 7250. This will be charged at local rates and allow the public to report anyone smoking in enclosed public places, complaints will be investigated up by the local environmental health department.

### **Help to Stop Smoking**

Sources of support are:

- Smokeline 0800 848484
- [www.hebs.com/tobacco](http://www.hebs.com/tobacco)
- <mailto:smokinginfo@gghb.scot.nhs.uk>
- The Public Health Department of your local NHS Board
- Your local GP surgery