

Smoke Free Workplace Policy



June 2009

This accessible policy has been produced to assist the people we support to understand our policy framework within the context and best practice of inclusive communication. This accessible policy is not a substitute for the full policy document and therefore staff and managers must make themselves familiar with the full policy document.

The complete policy statement can be found within the Smoke Free Workplace Policy document available from the Admin Team at the Consortium Office.

Smoke Free Workplace Policy

1. Purpose of the Policy

Every year a lot of people die from smoking and illnesses caused by other people smoking which affects their breathing and their lungs.

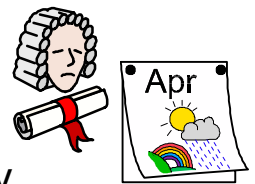


The Consortium wants to help their staff to stop smoking.



2. Smoking ban legislation

Due to new Government legislation, from the 2nd April 2007, the no smoking policy began and all staff that smoke are no longer allowed to smoke inside any Consortium building.



The new law will apply to anyone working or visiting a Consortium building and has an effect on tenants and Service Users in their own homes.



3. From the 2nd April 2007

The law says that people are not allowed to smoke in a Consortium property.



Staff who do smoke will continue to be allowed for the time being to smoke in their natural breaks but it must not affect their normal duties and responsibilities.



Staff are not allowed to smoke in Service User's homes.



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VEHICLES - THE NEW LAW STATES:

People will not be allowed to smoke in any vehicle that is used for work purposes.



A vehicle shall be smoke free if it is used “for work purposes by more than one person (even the persons who use it for such purposes do so at different times or only intermittently)”

Any staff vehicles used for work (whether personal or leased) will be designated by law as a smoke free workspace. Staff must not smoke in these vehicles during or outside of working hours.



TENANTS AND SERVICE USERS:

The new law says tenants and Service Users can smoke in their own homes. Service Users should have the permission of the other people they live with in order to be polite. Service Users should have a plan to ensure that they can smoke safely.

Service users must also respect that the people who work with them have the right not to have smoke around them when they work.

All managers must ensure that this law is upheld.

4. Assistance to smokers

The Consortium knows that the law will be very hard for some staff and Service Users, and the Consortium will help and support all staff and Service Users that wish to stop smoking.



The Consortium wants staff and Service Users to be healthy.



The Consortium will offer a service to help and support all staff who want to give up smoking.



5. Implementation of the Policy

All new staff of the Consortium will be told of the no smoking policy and what it will mean to them.



All staff of the Consortium who work in the houses will be told of the risk to them if the Service Users smoke.

Any visitors to Consortium property will be made aware of the policy; and signs will be in place to offer information when necessary.



If the new policy is broken by a staff member, disciplinary action may take place.

Appendix 1 – List of Consortium Owned Properties

- Walter RD
- Activity Centre
- Workshop
- Rhodes House
- Any other remote offices

VENUES HIRED BY THE CONSORTIUM

This policy will apply to any accommodation hired by the Consortium for training or meetings/conferences.