



## 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 and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

### Policy

It is the policy of Gareloch Support Services (Plant) Ltd that all of our workplaces are smoke-free and all employees have a right to work in a smoke-free environment. The policy shall come into effect on 26<sup>th</sup> March 2006 and be reviewed annually.

Smoking including electronic cigarettes (e-cigarettes) or electronic nicotine delivery systems (ENDS) and where designated smoking areas can be located.

Where areas have been designated, it is your responsibility to ensure that all cigarettes and cigarette ends are properly extinguished and the area is kept clean and tidy at all times.

There are external areas where employees and customers can smoke.

### Implementation

Overall responsibility for policy implementation and review rests with the office manager. All staff are obliged to adhere to, and facilitate the implementation of the policy.

The person above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They'll also have to 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

Disciplinary procedures shall be followed if a member of staff does not comply with the policy. The procedures set out on the following page should be followed if a customer, visitor or passenger does not comply. 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 from smokers who want to stop are provided at: The Medical Centre, King Street, Helensburgh.

Other sources of support are: Smoke line 0800 848484, <http://smokefree.nhs.uk/> the Public Health Department of your local NHS Board, or your GP. Contact details can be found in the local telephone directory.