



SMOKE-FREE POLICY

This policy was approved by the
Management Committee of Foyle
Women's Aid on

Date: _____

Updated 2nd September 2016

Signed: _____

1.0 INTRODUCTION

Foyle Women's Aid has developed this policy due to legal responsibilities to comply by law, to prevent smoking in the workplace. This policy will reduce the risk to the health and safety of their employees, service users, volunteers and visitors from exposure to second-hand smoke and to assist compliance with The Smoking (Northern Ireland) Order 2006. The adoption of the Smoke-Free Policy in the workplace gives precedence to the wishes of non-smokers not to be exposed to second-hand smoking, as well as making sure that employers, smokers and non-smokers have a clear understanding of their rights and responsibilities.

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 prevent exposure to tobacco smoke.

2.0 POLICY STATEMENT

It is the policy of Foyle Women's Aid that all of our workplaces are smoke-free and all employees have a right to work in a smoke-free environment. This policy shall come into effect on 29th April 2007 and will be reviewed as deemed necessary.

Smoking is prohibited through the entire workplace with no exceptions. This policy applies to all employees, consultants, contractors, clients, volunteers and visitors.

FWA acknowledges that some employees may wish to make use of electronic cigarettes, particularly as an aid to giving up smoking. Although they fall outside the scope of smoke-free legislation, FWA prohibits the use of e-cigarettes in the workplace for the following reasons:

- Although they do not produce smoke, e-cigarettes produce a vapour that could provide an annoyance or health risk to other employees;
- Some e-cigarette models can, particularly from a distance, look like real cigarettes, making a smoking ban difficult to monitor and creating an impression for other employees, consultants, contractors, clients and visitors that it is acceptable to smoke on FWA premises.

Accordingly, smoking and the use of e-cigarettes are expressly forbidden within the premises of the workplace, vehicles while being used for work purposes and client locations.

You may, however, smoke outside the building in designated smoking areas – see below.

3.0 THE PURPOSE OF THIS POLICY IS TO:

- Promote a safe and healthy working environment for FWA staff, consultants, contractors, clients and visitors
- Clarify the FWA position on electronic cigarettes (vaping)
- Support FWA staff, volunteers and clients who wish to give up smoking

4.0 DEFINITIONS:

- **Smoking** is defined as being in possession of a lit substance, such as tobacco or any other substance that can be smoked. This includes any type of cigarette, pipe, cigar or water pipe used to smoke tobacco.
- **Electronic cigarette/e-cigarette** – battery-powered products that release visible vapour that contains liquid nicotine, which is inhaled by the user.
- **Vaping** – the use of an e-cigarette

5.0 IMPLEMENTATION

The Director has overall responsibility for policy implementation.

All staff are required to adhere to, and facilitate the implementation of, the policy. All employees and volunteers will be informed of this at their induction. All visitors and clients will be informed by the relevant staff member. Appropriate no-smoking signs will be clearly displayed throughout the premises.

6.0 SMOKE BREAKS

Employees who wish to smoke during the working day may do so during normal working breaks in accordance with the current arrangements.

Employees are permitted to take 2 further breaks of 5 minutes in the morning and 5 minutes, provided these do not prevent them from satisfactorily carrying out their responsibilities and work duties. These are discretionary breaks provided by FWA as employees have no right to a break specifically for the purpose of smoking.

Employees are also reminded that it is a criminal offence to smoke in smoke-free areas and doing so may carry a fixed penalty of £50 or prosecution, and a fine of up to £200. This applies equally to smokers and non-smokers.

FINES AND PENALTIES

Businesses can be fined up to £2,500 if they do not stop people smoking in the workplace or up to £1,000 if they do not display 'no smoking' signs.

7.0 SMOKING AREAS

Smoking may be permitted in designated areas only and not near entrances or exits. The designed smoking area in Ashleywood House is to the rear of the building in the patio area. The designated smoking area in Pump Street is to the rear of the building on the ground level. Ashtrays have been provided to avoid any littering – please use.

8.0 NON-COMPLIANCE

It is expected that all staff will comply with this policy. Any infringement of these rules by an employee may result in disciplinary action. In the event of a breach by a volunteer or visitor, they will be informed of the smoking area. If they continue to smoke, the matter should be referred to the attention of a manager. If a volunteer/client/contractor/consultant refuses to comply, they will be asked to leave the premises.

9.0 HELP TO STOP SMOKING

The Smokers' Helpline is 0800 85 85 85, which is a Freephone service that provides friendly advice and support to smokers about stopping smoking. If you want to talk to someone face-to-face, ask at your GP practice or local pharmacy, where you can get general advice on treatments. Staff may also use the Careline service, which also provides support. For information on local support groups, visit [http://www.nhs.uk/conditions/smoking-\(quitting\)/pages/treatmentoptions.aspx](http://www.nhs.uk/conditions/smoking-(quitting)/pages/treatmentoptions.aspx).

10. MONITORING AND REVIEW

The operation of this policy will be kept under periodic review.