



## **Smoking at Work Policy and Procedure**

### **Purpose**

- It is illegal to smoke in enclosed public spaces. The purpose of this policy is to uphold the legislation and to avoid the health problems of passive smoking.

### **Scope**

- All premises owned or operated by the organisation.

### **Policy**

- The organisation recognises that its employees are entitled to be protected from the effects of passive smoking, and therefore the establishment is a non-smoking environment.
- Note that smoking in the context of this policy includes the use of e-cigarettes.

### **Procedure**

- It is strictly forbidden to smoke anywhere on the premises (except in designated areas) and as such, anyone who is found to breach this procedure will be subject to disciplinary action.
- Service Users residing within the community will be advised that smoking is not permitted whilst staff are on the premises. Dolphin Healthcare Services will also request that smoking is refrained from 30 minutes before the staff member is scheduled to attend. This information will be clearly communicated to the Service User prior to the service commencing. Staff must ensure this policy is adhered to and communicate any non-compliance to the administration office, where the matter can be dealt with appropriately.
- Any staff member found to be smoking on the premises of a Service Users home whilst working, may be subject to disciplinary action, even if they have gained permission from the Service User and/or homeowner.
- Dolphin Healthcare Services will provide employees who wish to smoke with a sheltered facility outside of the building so that they may smoke without affecting the health and safety of others, and the shelter will be fitted with a non-flammable waste bin for cigarette butts.
- This facility may only be used when not on duty, or during recognised and authorised breaks.
- Smoking will not be tolerated in any other part of the site other than the shelter provided, nor will it be tolerated at any other time other than during authorised breaks or while not on duty.
- Cigarette waste will not be left in any part of the site other than the non-flammable waste bin in the designated shelter.