



**MUIRHOUSE HOUSING ASSOCIATION**

**Title of Policy:** Smoke-Free

**Date of Adoption or Last Review:** 24 September 2018

**Lead Officer:** Grit Nielsen, Corporate Services Team Leader

**Date of Next Review:** September 2021

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**Policy: Smoke-Free**

## **1. Purpose**

This policy has been developed to assist Muirhouse Housing Association in protecting all of its employees, customers, clients, contractors and visitors from exposure to second hand smoke and to assist compliance with legislation in the United Kingdom that prohibits smoking in enclosed public spaces. Smoking in enclosed public places and workplaces has been unlawful from 26th March 2006 in Scotland.

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. We include the use of smoking cessation devices such as e-Cigarettes within this policy. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

## **2. Policy**

It is MHA's policy to ensure that our workplace is smoke-free and all employees have the right to work in a smoke-free environment. Smoking is prohibited throughout the entire workplace with no exceptions, including the use of e-Cigarettes and other such vapour-emitting devices. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors.

A Safe System of Work for ensuring staff work in a smoke-free environment when visiting customers should be implemented for the safety of all staff. Where the Safe System of Work cannot be used, the customer should be encouraged to meet with staff in smoke-free premises such as our office.

## **3. Implementation**

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

The Chief Executive will ensure that all existing employees are made aware of this policy and their role in the implementation. It will also be brought to the notice of all consultants, contractors, customers or members and visitors. New staff will be made aware of the policy as part of their induction.

No smoking signs will be clearly displayed at the office premises.

#### 4. **Non-compliance**

Any employee not adhering to this policy may be subject to disciplinary action in line with the Code of Conduct and Disciplinary Policy. Anyone working on behalf of the company who does not adhere to this policy will be asked to extinguish their smoking material immediately and may be asked to leave the premises. Customers, members of the public and visitors may be refused service.

Those who do not comply with the smoking law may also be liable to a fixed penalty fine and possible criminal prosecution.

#### 5. **Help to Stop Smoking**

Support for smokers who want to stop smoking can be provided by:

- **NHS Help** to stop smoking:  
<http://www.nhs.uk/LiveWell/Smoking/Pages/stopsmokingnewhome.aspx>
- Call the free **Smoke-free National Helpline** to speak to a trained, expert adviser on 0300 123 1044
- Staff can arrange with their Line Manager to be allowed to attend **Smoke-Free classes** during work hours.
- Current, helpful information about stopping smoking will be available in the office
- One course of nicotine patches will be provided for an employee who wants to give up smoking

#### 6. **Review of this Policy**

This policy will be reviewed every three years or earlier if significant changes are required.