



## SMOKE FREE POLICY

Last approved by Human Resources Sub Committee: 20 November 2019

Date due for review: November 2022

The information in this document is available in other languages or on tape/CD, in large print and also in Braille.

For details contact the Association on 0141 578 0200 or e-mail: [admin@hillheadhousing.org](mailto:admin@hillheadhousing.org)

本文件所載資料備有中文(廣東話)版本，也可以製成錄音帶/光碟，以及利用特大字體和凸字印製，以供索取。  
欲知有關詳情，請聯絡本協會，電話：0141 578 0200，或向我們發送電郵，電郵地址：  
[admin@hillheadhousing.org](mailto:admin@hillheadhousing.org)

Tha am fiosrachadh anns an sgrìobhainn seo ri fhaotainn ann an Gàidhlig no air teip/CD, sa chlà mhòr agus cuideachd ann an Clò nan Dall.  
Airson tuilleadh fiosrachaidh, cuiribh fios dhan Chomann air 0141 578 0200 no cuiribh post-dealain gu: [admin@hillheadhousing.org](mailto:admin@hillheadhousing.org)

इस दस्तावेज़ में दी गई जानकारी हिन्दी में भी या टेप, सी डी, बड़ी छाप और ब्रैल में भी उपलब्ध है। विवरण के लिए एसोसिएशन को नम्बर 0141 578 0200 पर या ई-मेल के द्वारा सम्पर्क करें : [admin@hillheadhousing.org](mailto:admin@hillheadhousing.org)

ਇਸ ਦਸਤਾਵੇਜ਼ ਵਿਚ ਦਿੱਤੀ ਗਈ ਜਾਣਕਾਰੀ ਪੰਜਾਬੀ ਵਿੱਚ ਵੀ ਜਾਂ ਟੇਪ, ਸੀ ਡੀ, ਵੱਡੀ ਛਪਾਈ ਅਤੇ ਬ੍ਰੈਲ 'ਤੇ ਵੀ ਉਪਲਬਧ ਹੈ। ਵੇਰਵੇ ਲਈ ਐਸੋਸਿਏਸ਼ਨ ਨੂੰ ਨੰਬਰ 0141 578 0200 'ਤੇ ਜਾਂ ਈ-ਮੇਲ ਰਾਹੀਂ ਸੰਪਰਕ ਕਰੋ : [admin@hillheadhousing.org](mailto:admin@hillheadhousing.org)

اس دستاویز میں درج معلومات اردو زبان یا آڈیو ٹیپ / سی ڈی، بڑی طباعت اور بریل میں بھی دستیاب ہیں۔  
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Regulatory Compliance	n/a
Financial Impact	Low
Risk Assessment	Low

# Hillhead Housing Association 2000

## Smoke Free Policy

### Introduction

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.

The law requires enclosed public places, including workplaces, to be smoke-free. That means the Association's Staff and Committee Members, customers and visitors will not be allowed to smoke in the enclosed areas of the Association's premises. This includes electronic cigarettes.

In addition, within the workplace employers have a duty, under section 2 (1) of the Health and Safety at Work Act 1974, to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees.

It replaces the previous policy which was adopted by the Association in August 2002.

The restrictions on work place smoking came into effect on 26 March 2006.

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 Hillhead Housing Association 2000 that all of our workplace is smoke-free and all employees have a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire workplace with no exceptions. This includes company vehicles. This policy applies to all employees, management committee members, consultants, contractors, customers or members and visitors.

The Association will permit employees, management committee members, consultants, contractors, customers or members and visitors to smoke out with the offices at a designated open smoking area at the rear of the building.

### Implementation

Overall responsibility for policy implementation and review rests with The Director of the Association who has responsibility for the control of the Office Premises.

All staff are obliged to adhere to, and facilitate the implementation of the policy. The person named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. All new personnel will be given a copy of the policy on recruitment/ induction.

Appropriate 'No smoking' signs will be clearly displayed at the entrances to and within the premises.

Training and guidance for Managers to assist with the implementation and enforcement of the policy will be provided.

### **Non-compliance**

The Association's disciplinary procedures will be followed if a member of staff does not comply with this policy. The procedures set out on page 12 of the booklet 'Helping to get your business or organisation ready for the new law on smoking' will 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 for smokers who want to stop will be provided by the Association. Any member of staff and committee member who wishes to receive support should contact the Director for more information.

### Further information and Support

- Call Smoking Concerns on 0141 201 9825 to find out about your local support group
- Ask your doctor or starting fresh pharmacist if any of the proven drug treatments could suit you
- Get the support of your friends, colleagues and family
- Keep a smoking diary to identify the smoky situations in your day – make a plan for every one
- Plan to treat yourself with the money you will save
- Stock up on the product you are going to use, and read the instructions carefully
- **Want to stop smoking? You can do it - we can help.** Please call East Dunbartonshire local stop smoking service 0141 355 2327 or 07766085900 for more information.
- NHS online smoking cessation support [www.canstopsmoking.com](http://www.canstopsmoking.com)
- Stop smoking on your quit day .....good luck!

For more on Glasgow's stop smoking services visit  
<http://www.nhsggc.org.uk/smokefreeservices>