



POSITIVE FUTURES

ACHIEVING DREAMS. TRANSFORMING LIVES.

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| Name of Policy: | Smoke Free Policy | | |
| Lead Person: | Corporate Services Director | | |
| Next Review Date: | 09.04.23 | | |
| Change Record | | | |
| Issue Date | Nature of Change | Ratified by | Date ratified |
| 28.02.07 | First issue | SMT | |
| 28.02.08 | No changes | SMT | |
| 30.04.12 | New policy format; more detail on the Smoking (NI) Order 2006 including the legal implications of breaches of the Order and withdrawal of Smoking Agreements | SMT | 17.04.12 |
| 19.12.18 | Change in structure of policy; integration of position on use of vaporisers or other nicotine containing products (NCPs); clarification on position of staff smoking in the houses of people we support based on clause in HSC Trust contracts, on position of person we support smoking in Motability car, and on position of visitors smoking in Positive Futures' workplaces | Directors | 15.08.17 |
| 08.02.19 | Clarification that, for the purposes of this policy, banned nicotine containing products (NCPs) do not include smoking cessation products e.g. patches, gum and sprays | Directors | 05.02.19 |
| 09.04.20 | Definition of smoking updated; section 2.1 updated to reflect hazard associated with products such as hairsprays and emollient creams and to reflect second-hand smoke risk | Directors | 17.02.20 |
| 19.10.20 | Remit extended to Residential Children's Services | ED | 14.10.20 |

Signed: Emma Hogg, Executive Assistant

Date: 19.10.20

Smoke Free Policy

Aim

To ensure suitable systems are in place to limit exposure to second-hand smoke so far as is reasonably practicable.

Context

This policy complies with relevant smoke free legislation, namely the Smoking (NI) Order 2006, and regulatory and contractual requirements.

This Policy applies to Positive Futures' staff and volunteers (including Shared Lives carers), the people we support, visitors and contractors, where appropriate.

Policy Statement

It is the policy of Positive Futures to prohibit smoking and vaping on all premises where it works and provides services to provide a safe and healthy work environment for all staff. Smoking is defined as the “act of lighting, smoking or carrying a lighted or smouldering cigar, cigarette or pipe of any 1. kind.” Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e-cigars.¹

1. The Residential Short Break Service and Positive Futures offices

Smoking is not permitted within a reasonable area (10 metres) close to entrances / exits and people we support, staff, volunteers, visitors and contractors must ensure that smoke does not cause nuisance to others or enter the SBS or any Positive Futures offices.

Staff and volunteers are only permitted to smoke or use vaporisers or other Nicotine Containing Products (NCPs) during their rest break/s.

2. Residential Children's Services

Smoking is not permitted within a reasonable area (10 metres) close to entrances / exits and people we support, staff, volunteers, visitors and

¹ For the purpose of this policy, banned Nicotine Containing Products (NCPs) do not include smoking cessation products e.g. patches, gum and sprays.

contractors must ensure that smoke does not cause nuisance to others or enter the Residential Children's Service. A designated smoking area outside the premises is agreed (the premises is an HSC Trust property).

Staff and volunteers are only permitted to smoke or use vaporisers or other Nicotine Containing Products (NCPs) during their rest break/s.

3. Supported Living Services

3.1 People we support

The people we support have the right to choose to smoke in their own home. Where a person we support chooses to smoke, the Service Manager will ensure that he / she is aware of the health risks associated with smoking and will discuss with him / her arrangements for smoking. The views of any co-tenants and the potential health impacts on staff or volunteers while providing support must be considered. Arrangements for smoking may include an agreed area or areas where the person smokes, keeping windows and doors open when smoking and, where possible, asking that people we support refrain from smoking for 1 hour before support and not smoke in the presence of staff for the duration of their support.

The use of some everyday products (e.g. emollient creams, hairspray, nail varnish) can be a fire hazard in the vicinity of people who smoke. To reduce the risk of harm, the people we support and staff should be aware of the risks of these products (as per product information and labels) and take any necessary precautions. Any other specific measures that are required to meet the needs of people we support should be detailed in their Person Centred Risk Assessment.

The Service Manager will ensure the person we support is aware of the fire risks associated with smoking in his / her home, and appropriate control measures that can help to reduce the risk. Control measures will be covered in the Venue Risk Assessment (HS 1e) as per the H&S Risk Assessment Policy (HS 1.0).

Staff and volunteers will be required to visit other premises not covered by smoke free legislation as part of their duties (i.e. domestic premises). Although Positive Futures has a duty of care to protect its staff, it cannot control the smoking policy on these premises. Staff should agree with their line manager precautions relevant to each premises that will provide reasonable safeguards to protect staff and volunteers from exposure to second-hand smoke. Hazards

associated with second-hand smoke exposure on premises not covered by the above legislation should be covered in the relevant Person Centred Risk Assessment.

3.2 Staff, volunteers and contractors

Staff and volunteers are not permitted to smoke or use vaporisers or other NCPs in the presence of the people we support. This includes while supporting the person out in the community.

Smoking, including the use of vaporisers or other nicotine containing products (NCPs), is not permitted in, or on the grounds of, a person we support's home.

Smoking is not permitted within a reasonable area (10 metres) close to entrances / exits and staff, volunteers and contractors must ensure that smoke does not cause nuisance to others or enter the person we support's home.

Staff and volunteers are only permitted to smoke or use vaporisers or other NCPs during their rest break/s.

3.3 Visitors

Visitors must respect the wishes of the person we support regarding smoking when visiting his / her house.

4. Service vehicles, staff / volunteer vehicles and Motability vehicles

4.1 The people we support

The people we support are not permitted to smoke or use vaporisers or other NCPs in service vehicles or staff / volunteer vehicles.

The people we support are encouraged not to smoke or use vaporisers or other NCPs in their own vehicle when staff are transporting them.

4.2 Staff and volunteers

Staff and volunteers are not permitted to smoke or use vaporisers or other NCPs in service vehicles, the people we support's vehicles or their own vehicles whilst being used for work.

5. Shared Lives Services

Suitable smoking arrangements will be made between Shared Lives Carers and the person they support, where appropriate.

6. No Smoking signage

“No smoking” signs must be clearly displayed at each public entrance to Positive Futures’ offices and the residential SBS and in all service vehicles.

7. Breaches of this Policy and the Smoking (NI) Order

Breaches (including any suspected breaches) of this policy are identified, reported, recorded, investigated and escalated as per the Incident Management Policy. See the Incident Management Policy for further details.

Non-compliance with this policy by a member of staff may be considered a ‘Major Misconduct’ under our Disciplinary Procedure. See the Disciplinary Procedure for further details.

Local councils enforce smoking legislation and can fine or prosecute any organisation and/or individuals found to be in breach of the legislation.

Staff must report any breaches they observe to their line manager within 1 working day.

8. Support to stop smoking

Advice on stopping smoking can be obtained from the Public Health Agency at <http://www.want2stop.info/> and through GP practices and community pharmacies across Northern Ireland.

Related Documents

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| Procedures |
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| Guidance |
| <ul style="list-style-type: none">• Smoke Free Policy Easy Read Information• Smoke Free Policy Frequently Asked Questions |

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| Process Maps |
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| Forms/Templates |
| <ul style="list-style-type: none">• Smoke Free PHA poster• Smoke Free Want2Stop poster• Smoke Free Want2Stop quit plan |

How has this policy been informed by staff, volunteers and the people we support?

This Policy has been informed through consultation with the Operations Department and the Human Resources Department. The Joint Consultative Committee was consulted regarding the position on the use of vaporisers and other nicotine containing products (NCPs).