



## **Dudley Mind Smokefree Policy and Procedure**

### **1) Policy**

1.1 This policy has been developed to protect all employees, service users, volunteers and visitors from exposure to secondhand smoke and to assist compliance with the Health Act 2006.

1.2 Dudley Mind recognises that secondhand smoke adversely affects the health of all employees, service users, volunteers and visitors. It is not concerned with whether anyone smokes but with where they smoke and the effect this has on staff and other members of the public.

1.3 Dudley Mind seeks to:

- Promote a healthy working environment and protect the current and future health of Mind workers, service users, volunteers and visitors.
- Enable employees, service users, volunteers and visitors to breathe in air free from tobacco smoke.
- Comply with Health & Safety Legislation and Employment Law
- Raise awareness of the dangers associated with exposure to tobacco smoke
- Take account of the needs of those who choose to smoke and to support those who wish to stop.

1.4 It is the policy of Dudley Mind that all of our workplaces and the public areas within our projects are smoke free – and that all Mind workers and volunteers have a right to work in a smoke free environment. This policy is in line with the change in legislation.

1.5 Smoking is prohibited throughout the entire workplace premises and entrances with no exceptions. This includes all public areas within Mind projects. This policy applies to all employees, service users, volunteers, trustees, contractors and visitors.

### **2) Scope**

All Dudley Mind employees, workers, board members, volunteers, service users, visitors and contractors are personally responsible for complying with this policy. Day-to-day responsibility for implementation of the policy lies with Dudley Mind managers and staff. Clear signs will be displayed to try and ensure that everyone understands that smoking is not allowed in Dudley Mind workplaces and public areas.

### **3) Procedure**

#### **3.1 Employees**

Employees are only permitted to smoke whilst off duty and are not permitted to smoke in any part of the workplace premises and entrances.

#### **3.2 Service users**

3.2.1 All service users are required to abide by the smokefree policy. Staff members are expected to inform service users of the policy.

3.2.2 In the event of a breach of the policy the person should be asked to extinguish all smoking materials and be informed of the policy. If there is continued refusal to comply with the policy then appropriate action should be taken.

3.2.3 Staff reserve the right to ask the service user to leave Dudley Mind premises if they are in breach of the policy. If the breach occurs whilst in the service user's home, the service user will be reminded of the policy but may choose to continue to smoke, however in these circumstances staff may also choose to leave.

3.2.4 Dudley Mind staff are not expected to enter into any confrontation that may put their personal safety at risk.

#### **3.3 Vehicles**

Smoking is not permitted in vehicles belonging to or leased by Dudley Mind – or in staff private vehicles before or whilst using the vehicle to carry other members of staff, volunteers or service users.

#### **3.4 Disciplinary action**

3.4.1 Any member of staff refusing to observe the policy by smoking in unauthorised areas will be liable to disciplinary action in accordance with Dudley Mind's disciplinary policy.

3.4.2 All staff have a role to play in enforcing the policy and are required to deal with any observed or reported breaches. If managers or staff feel apprehensive about their own safety in regard to addressing any breach they should communicate this through supervision (or beforehand as appropriate) and seek management support.

3.4.3 In the event of a breach of the policy by a visitor, staff member or worker from another organisation, they should be asked to extinguish all smoking materials. If they continue to smoke the matter should be referred to the appropriate manager.

### **4) Support for smokers**

Information on stopping smoking with support from local cessation services will be provided for smokers. The NHS Smoking Helpline number is 0800 169 0 169. The helpline can offer advice and support on stopping smoking along with a website at [www.givingupsmoking.co.uk](http://www.givingupsmoking.co.uk).

**5) Changes**

Dudley Mind reserves the right to change the provision of the Smoke free Policy by amendment, addition or deletion or substitution of new procedures from time to time at its discretion. Employees will be consulted and notified of any changes by appropriate means.