

Policy Statement



Smoke free

We recognise the positive health benefits of smoke free environments and will ensure that any indoor environment under our control is smoke-free. This includes outside areas near to external doors and all Sense Scotland vehicles¹.

In addition to the requirements of the law on smoking in public places, Sense Scotland requires that all employees do not smoke while working in an outdoor environment with service users. Where employees are working in exempted premises and potentially exposed to second-hand smoke, Sense Scotland will take steps to discuss with them how best to protect them.

Sense Scotland will:

- Display the required no-smoking signs in such a way to make staff, service users and members of the public aware that the premises are no-smoking premises.
- Inform anyone smoking that he/she is committing an offence which could result in a £50 fine for the offender and a £200 fine for the organisation. Refusal to pay these fines can result in prosecution and up to a £2500 fine.
- Ask anyone smoking to extinguish their smoking material immediately or leave the premises.
- Consider if it is appropriate to refuse service to individuals who are contravening the law, depending on the nature of the service being provided.
- Treat all staff, service users and members of the public equally and fairly.
- Communicate this policy to all staff, service users and members of the public.
- Provide information on how to obtain help to stop smoking.

Staff guidance on this policy is available from the HR Manager.

Colette Scotson, HR Manager, is the designated person in relation to this policy.

Consultation method: circulation amongst members of the internal policy working group, February/March 2006, with reference to external guidance, and circulation to SMG 26 May 2006.

Approved by SMG: 5 July 2006

Revision planned by: 5 July 2009

¹ Company cars provided to employees as part of a package are not included so long as they are not required also to transport goods, colleagues or service users.

Available in other formats on request.

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