

Beyond Limits provides policies and procedures to promote safe and consistent practice across the Organisation. The framework laid down within our policies and procedures lets everyone know how we work and reflects our values and mission statement. Our policies and procedures are written to help us, employees of Beyond Limits, to make good, safe decisions.

Beyond Limits expects all employees to be familiar with the contents of all policies and procedures relevant to their role and to understand how to apply them within their daily work.

None of these documents stand alone, all fit within the larger framework of the way we work and any associated policies that are particularly relevant will be directly referenced.

Smoking at Work Policy

Smoking at Work Policy – what this means to Beyond Limits

We operate a **NO SMOKING** policy throughout our own office premises and in addition require that no employee shall smoke any substance whilst in the house of a person being supported unless this has been agreed with the person and the **Service Leader**. The policy seeks to guarantee non-smokers the right to work in air free of tobacco smoke, while also taking account of the needs of those who smoke.

While domestic residences fall outside the Regulations, everyone has the right to work and live in a smoke-free environment and we have a duty of care to provide a safe and secure environment for everyone concerned.

The Public Health (Tobacco) Act 2006 and The No Smoking Premises Regulations 2007 exist to protect the health and safety of employees, those we support and the public from the harmful effects of passive smoking. Second-hand exposure to tobacco smoke has now been shown to be a major factor in the incidence of lung cancer and heart disease in non-smokers, as well as other illnesses. Failure to abide by the terms of the act is a criminal offence. Individuals may be fined a fixed penalty of £50 or subject to possible criminal prosecution.

We will always try to give employees the choice of working with people with compatible habits. It is important to be aware of anyone who may have a pre-existing condition that is made worse by

exposure to tobacco smoke, or face additional risks e.g. due to pregnancy. Individuals who have such conditions are at higher risk and particular care should be taken to prevent or minimise their exposure to tobacco smoke.

Cars are exempt under the legislation. If you are using your own vehicle for business use then smoking is permitted as long as you are not carrying any passengers. However, when a private or motability vehicle is being used to convey passengers on a work related activity, the driver and the occupants should refrain from smoking for the benefit of all present.

It is expected that employees at all levels will co-operate voluntarily with the policy without the need for more formal measures to be implemented and enforced.

Smoking with the person you support

We discourage you from getting into habits of smoking with the person you support, and making this a social activity. This may encourage the person you support to smoke more, and also alienate them from other members of their support team who do not smoke. Information regarding supporting a person who smokes will be highlighted in the person's Working Policy for you to follow.

It is important that the person you support has the relevant education on the effects of smoking to enable them to make a full capacity decision.

Support for smokers

We recognise and continue to be sympathetic to the needs of smokers where it is practical. The needs of the people we support will dictate the appropriate arrangements under which employees can take a smoke break. There is **no right** to take additional work breaks for the purpose of smoking

Support for those who wish to give up smoking is provided free from the NHS. Please contact the NHS free Smoking Helpline – 0800 0224332 or you can get free patches and support – www.smokefree.nhs.uk