

**Outcomes  
First  
Group.**

# **SMOKE FREE POLICY**

## SMOKE FREE POLICY

### Contents

1.0	INTRODUCTION.....	2
2.0	SCOPE.....	3
3.0	SMOKING / VAPING RESTRICTIONS – STAFF .....	3
4.0	SMOKING / VAPING RESTRICTIONS – PEOPLE WE SUPPORT (CHILDREN/YOUNG PEOPLE).....	3
5.0	SMOKING / VAPING RESTRICTIONS – PEOPLE WE SUPPORT (ADULTS).....	4
6.0	SMOKING / VAPING RESTRICTIONS – HOME VISITS .....	4
7.0	FRIENDS, RELATIVES AND VISITORS.....	4
8.0	COMPANY VEHICLES .....	4
9.0	SMOKING DESIGNATED AREAS.....	5
10.0	SIGNAGE AND COMMUNICATION.....	5
11.0	PREVENTION AND INTERVENTION.....	5
12.0	USEFUL CONTACTS .....	5
13.0	ASSISTANCE IN GIVING UP SMOKING.....	6

### 1.0 INTRODUCTION

Smoke-free legislation was introduced in England in 2007, banning smoking in nearly all enclosed workplaces and public spaces, following similar bans in Scotland and Wales. Local authorities are responsible for enforcing the legislation. The Legislation means that smoking is not allowed in 'enclosed' or 'substantially enclosed' public places, including workplaces.

In line with this legislation, together with the proven health risks associated with smoking, and breathing in second hand smoke, Outcomes First Group (OFG) policy is to maintain a smoke free environment at all locations. It is therefore the policy of OFG to ban smoking at all sites.

Although they fall outside the scope of the smoke-free legislation, OFG also prohibits the use of e-cigarettes. The rationale for a ban on e-cigarettes is that:

- although they do not produce smoke, e-cigarettes produce a vapour that could provide an annoyance or health risk to other employees and the people we support;
- some e-cigarette models can, particularly from a distance, look like real cigarettes, making a smoking ban difficult to police, and creating an impression for visitors/the people we support/other employees that it is acceptable to smoke.
- It is illegal for under 18-year-olds to buy e-cigarettes.

The organisation also wishes to reflect its approach to the known risks to peoples' health from smoking and develop and encourage a healthier lifestyle for all its employees. The organisation therefore also aims to:

- Support employees to stop smoking;
- Encourage employees to get involved in health promotion initiatives;
- Set a good example to the public and enhance the image of the organisation through the positive

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- actions of employees;
- Adhere to National No Smoking in line with current legislation.

**Implementation:** It is the responsibility of line managers to ensure that staff members are aware of and understand this policy and any subsequent revisions.

Notices at the entrances to buildings with public access should make clear the no smoking policy.

## 2.0 SCOPE

This policy applies to all OFG sites.

Whilst this overarching Policy applies to all OFG sites, we recognise that some people we support may have a physical dependency on smoking/vaping or use it as a coping strategy. In these situations, site leaders have discretion to implement a local procedure to support the individual in accessing smoking cessation services. This may require a managed approach to reducing dependency and it is important to consider risk on an individual basis, i.e. if a young person may go missing to find cigarettes/vapes, or put themselves into a vulnerable position. In all cases, a robust risk assessment must be in place with identified controls implemented, and the end goal must be to prevent smoking/vaping

## 3.0 SMOKING / VAPING RESTRICTIONS – STAFF

OFG operates a No Smoking / Vaping Policy for staff in all its premises all times.

Staff working off-site are not permitted to smoke whilst in the presence of young people/vulnerable adults in their care, whatever the purpose of the trip. This includes meal breaks and times when they are officially off duty but still in the company of the young people/vulnerable adults concerned.

Staff will, additionally, be expected to comply in full with any instructions in force at premises that they may visit as part of their duties.

Staff have a duty to discourage young people/vulnerable adults in their care from taking up or pursuing smoking / vaping. They must not give or procure smoking materials for young people/vulnerable adults in their care. In no circumstances may cigarettes, tobacco products such as pouches, or e-cigarettes be used as a gift or form of reward for any young person/vulnerable adult.

Contravention of this policy will be regarded as a serious disciplinary matter.

## 4.0 SMOKING / VAPING RESTRICTIONS – PEOPLE WE SUPPORT (CHILDREN/YOUNG PEOPLE)

All children and young people receiving services from OFG are reminded that it is against the law for anyone:

- under the age of 16 to smoke in public areas.
- under 18 to buy cigarettes, e-cigarettes, or tobacco (such as pouches), or for adults to buy them on their behalf.

No children or young people are permitted to smoke or vape under any circumstances within schools, children's homes, office accommodation or other premises owned or operated by the organisation. Smoking materials (e.g. cigarettes, e-cigarettes, tobacco pouches) are not to be brought onto any of OFG's premises.

Young people who have developed a habit of smoking / vaping before referral will be assisted, as part of their individual programme, to give up. Young people who insist on smoking / vaping must abide by the policy for the service from which they are receiving support. They may not bring smoking materials on to the premises; any found in their possession will be confiscated and destroyed without compensation.

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## 5.0 SMOKING / VAPING RESTRICTIONS – PEOPLE WE SUPPORT (ADULTS)

The smoke free regulations do not permit smoking in any public areas. Thus, those adults living in a registered care home may not legally smoke in communal areas. This includes lounges, dining rooms, education facilities, corridors, staff offices etc.

In these situations, adults may only smoke legally in their bedrooms. The precise implementation of the law is a matter for Regional Directors/Heads of Service/Operations Managers in liaison with individual site managers; however, it is suggested that anyone permitted to smoke in their own bedroom should only do so as a result of an in-depth risk assessment.

The servicing/cleaning of these rooms by staff will be subject to risk assessments.

Staff with pre-existing medical conditions exacerbated by exposure to second hand smoke (e.g. asthma) will not be asked to enter them.

## 6.0 SMOKING / VAPING RESTRICTIONS – HOME VISITS

Generally, private premises are not covered by the smoke free law, therefore it follows that staff visiting persons they are supporting in their home are not directly covered by the provisions of the legislation, however it is important that staff continue to be protected from the health risks associated from second-hand smoke in all settings.

In order to protect staff who provide services for people being supported in their own homes, service users will be asked to co-operate in helping the company comply with the requirements of legislation, by not smoking when staff are present and ideally for 2 hours prior to their visit. Information about this aspect of the policy will be made available to all relevant service users before a home visit is organised.

Staff will be responsible for informing their line manager should a person supported continue to smoke during their visits.

Staff who are offered the opportunity to smoke by the person being supported or members of their family shall not smoke in the home of the person being supported.

For further guidance on how to achieve this see link below

- <http://smokefreeengland.co.uk/files/guidance-for-people-working-in-the-home.pdf>

## 7.0 FRIENDS, RELATIVES AND VISITORS

All visitors, contractors and other persons entering any premises are required not to smoke / vape in any premises or at entrances of premises managed owned or leased by the company. Local managers are responsible for bringing this fact to the attention of all visitors.

## 8.0 COMPANY VEHICLES

Where staff, young people, vulnerable adults or visitors use company vehicles, they should be made aware of the absolute ban on smoking / vaping whilst in the vehicles, a practice which contravenes legislation.

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## 9.0 SMOKING DESIGNATED AREAS

By law, smoking isn't allowed in any enclosed workplace, public building or on public transport in the UK. OFG considers this to extend to the formal boundary around any Group property. Therefore, there will be no staff smoking designated area allowed on any OFG property. Staff must smoke away from property and never within the grounds, or insight of the young people / adults we support.

Any external smoking designated areas for adult care provisions must be located where there where there can be no smoke drift back into premises through open doors or windows.

## 10.0 SIGNAGE AND COMMUNICATION

To ensure that everyone entering the organisation's premises understands that smoking and vaping is not allowed clear signs (similar to the one displayed here) will be prominently displayed on or immediately within entrances to site, bearing internationally recognised prohibition 'no smoking sign' of a slashed red circle over a black cigarette.



Leased and company owned vehicles must display a no smoking symbol with the international no smoking symbol at least 70mm in diameter in each compartment of the vehicle where people may be carried.

## 11.0 PREVENTION AND INTERVENTION

To effectively prevent smoking OFG will promote educational programs to raise awareness about the health risks associated with smoking (including the use of e-cigarettes), as well as the legal, economic and social aspects of smoking, targeting both our young people and adults. Resources drawn from RSHE (Relationships, Sex, and Health Education) statutory guidance are integrated into our school PSHE (Personal, Social, Health and Economic) curriculums and other awareness initiatives, such as drugs and alcohol.

Our children, young people and adults who are non-smokers should be discouraged from experimenting with smoking tobacco (e.g. cigarettes / pouches) or regularly using e-cigarettes.

Prevention and interventions will not be focussed upon our students alone. OFG will encourage parents and carers to become involved in homework assignments and where practicable with other classwork.

OFG's adult-led intervention strategies forming part of our primary and secondary educational curriculum, or other educational initiatives will consider NICE (National Institute for Health and Care Excellence) guidelines, designed not only to educate our students of the risks but also offer support for those that wish to quit.

For further guidance on how to achieve this, see link below:

- [www.nice.org.uk/guidance/ng209/chapter/Recommendations-on-preventing-uptake#adult-led-interventions-in-schools](http://www.nice.org.uk/guidance/ng209/chapter/Recommendations-on-preventing-uptake#adult-led-interventions-in-schools)

## 12.0 USEFUL CONTACTS

Guidance on the smoke free law can be obtained through the Government's and NHS' campaigns, Smoke Free England ([www.smokefreeengland.co.uk](http://www.smokefreeengland.co.uk)) and Smoking Ban Wales (<https://gov.wales/smoking>). Smoke Free Scotland (<https://www.gov.scot/publications/smoke-free-scotland-guidance-smoking-policies-nhs-local->

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[authorities-care-service-providers/](#))

No smoking signs can be downloaded from the Smoke Free England / Smoking Ban Wales campaigns online:  
<http://www.smokefreeengland.co.uk/resources/guidance-and-signage/> (England)  
<https://gov.wales/smoking-ban-no-smoking-sign-premises> (Wales)

Regulations cover the size of the signs that need to be displayed. For premises, the minimum size dimensions are A5. For vehicles, there should be a no smoking sign in each cabin area. It would be anticipated that the majority of stationery suppliers would now provide products to include no smoking signs and ash bins.

The National Institute for Health and Care Excellence (NICE) provide recommendations and interventions that aim to prevent children, young people and young adults from taking up smoking in educational settings. Further information on preventing uptake, promoting quitting and treating tobacco dependence in schools can be found at [www.nice.org.uk/guidance/ng209/chapter/Recommendations-on-preventing-uptake#adult-led-interventions-in-schools](http://www.nice.org.uk/guidance/ng209/chapter/Recommendations-on-preventing-uptake#adult-led-interventions-in-schools)

### 13.0 ASSISTANCE IN GIVING UP SMOKING

It is anticipated that some smokers will find the introduction of smoking restrictions as providing the impetus they need to give up smoking entirely. Advice and counselling can be obtained from Occupational Health Services, local GP's or local Health Education Units where the advice and counselling are often available at little or no cost. The NHS Smoke Free website can be found at <https://www.nhs.uk/smokefree> or a telephone helpline is available to speak to a Specialist Advisor by calling 0300 123 1044 (dedicated line for Wales - 0800 252 8307). Lines are open daily.

The organisation will also be receptive to requests to set up schemes to assist staff in giving up smoking. Contact can be made through to the HR Department to obtain further guidance and assistance on the matter.



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