

## Smoke Free Policy

<b>Policy Reference:</b>		HS17	
<b>Effective date:</b>	May 2021	<b>Review date:</b>	May 2024
<b>Approved by P&amp;PRG:</b>	April 2021	<b>Approved by BoM:</b>	May 2021
<b>Owner:</b>	Brian Gunn	<b>Job Title:</b>	H&S Advisor
<b>To be issued to:</b>		Board of Management ARK Management All Staff Other (Delete as appropriate)	
<b>Method of Delivery:</b>		Email Policy Learn Pro Policy Briefing Sheet Other	

### Version Control

Date	Owner	Version	Reason for Change
May 2021	Brian Gunn	V5.0.	Cyclical review

### Summary of Changes

Section	Change
Whole Policy	New Format

# Smoke Free Policy

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## 1.0 ARKs Values

Our organisational values are the basis for everything that we do, from providing housing, care and support to tenants and service users to ensuring that staff have clear standards of performance set. Ark believes that everyone should have the opportunity to lead a happy, healthy and safe life. We value:

- The worth of each person
- Trusting relationships
- Understanding difference
- Challenging oppression
- Personal and organisational accountability
- Caring for our physical environment
- Enjoyment

## 2.0 Purpose

Ark recognises that, as an employer, it has a duty under the Smoking, Health and Social Care (Scotland) Act 2005, the Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992, to ensure, so far as is reasonable practicable, that the working environment for all employees is healthy and safe.

## 3.0 Policy Statement

Ark Housing Association Ltd does not allow smoking in any of its offices and in any other common or work areas, including ARK external property boundaries and vehicles used or hired by ARK. This applies to all people using or visiting the workplace e.g. visitors, employees, contractors, people who use services, tenants etc.

This includes the use of electronic cigarettes as although they do not contain tar, they contain nicotine or other mixtures which can be passively smoked.

## 4.0 Scope

All Board of Management Members, employees and third parties are required to abide by this policy.

## 5.0 Legal/Regulatory Framework

The key piece of legislation underpinning this policy is the Health and Safety at Work Act 1974.

The Act imposes a general duty on employers to ensure the health, safety and welfare at work of their employees.

As well as the legal and regulatory imperatives, ensuring that ARK meets its obligations in relation to the Act is also in keeping with ARK's Values.

## 6.0 Responsibilities

### 6.1 Board of Management

Ark's Board of Management is responsible for consideration and approval of this policy, and for ensuring that its decisions are taken in accordance with relevant legislation, regulatory expectations, training and guidance.

### 6.2 Executive Team

Ark's Executive Team is responsible for ensuring that this policy is reviewed in accordance with ARK's schedule for review of policies, or sooner if required. The Executive Team is responsible for ensuring that this policy is implemented in ARK.

### 6.3 Senior Leadership Team

Ark's Senior Leadership Team is responsible for review of the policy, and for ensuring that this policy is implemented and followed within each function.

### 6.4 Managers

Ark Managers will be responsible for the effective implementation of this policy within their area of responsibility. They must also ensure that each member of their team, through induction, and team meetings, is made aware of this policy and participates in relevant training, as necessary.

### 6.5 All Staff

All Ark employees are required to familiarise themselves with this policy and comply with its provisions.

## 6.6 Third Parties

Ark will ensure that the Smoke Free Policy is complied with when third parties, such as contractors/families/others, are carrying out functions on behalf of Ark.

## 7.0 Related Policies & Procedures

This policy should be read in accordance with the Smoke Free Procedure which supports it.

## 8.0 Equality Impact Assessment (EIA)

No equalities implications have been identified in relation to the development of this policy, and consequently an EIA has not been completed.

## 9.0 Data Protection Impact Assessment (DPIA)

No data protection implications have been identified in relation to the development of this policy, and consequently a DPIA has not been completed.

## 10.0 Stakeholder Consultation

In developing this policy the following groups were consulted:

- Ark Board of Management
- Ark Executive Team
- Ark Senior Leadership Team
- Ark Area Managers
- Ark Working Group
- Ark Staff

## 11.0 Monitoring and Review

### 11.1 Monitoring

Ark's Executive and Senior Leadership Teams will monitor implementation of this policy on an ongoing basis, particularly in relation to ensuring that all persons affected by the policy and the procedure which supports it comply with its terms.

## 11.2 Review

This policy will be reviewed within 3 years from the date of approval by our Board of Management, in accordance with Ark's policy review framework.