

CARRIGLEA CAIRDE SERVICES

Procedures Manual

Title: SMOKING

1.0 Scope

1.1 The policy and procedure for smoking in the services.

2.0 Aims and Values

2.1 To ensure that the law in relation to smoking is upheld and that the health and safety of service users and staff is not put at risk due to the ill-effects of smoking.

3.0 Contents

- 6.0 General Policy.
- 7.0 Visitors and staff smoking.
- 8.0 Service users smoking.

4.0 Referenced Documents

H&S-01 Safety Statement
Person Centred Plan

5.0 Responsibilities

5.1 Management and all staff.

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6.0 GENERAL POLICY

- 6.1 In Ireland, smoking in public enclosed spaces is prohibited by law. The rights of people to breathe clean air prevails over the right of the smoker to smoke.
- 6.2 The Service has a NO SMOKING policy which complies with current legislation. (See *Safety Statement* in Health & Safety folder). This includes all rooms, corridors, offices, toilets and any other enclosed area.

7.0 VISITORS AND STAFF SMOKING

- 7.1 Staff or visitors are not permitted to smoke within buildings. This includes e-cigarettes.
- 7.2 Staff who smoke will only be allowed to do so during break periods (which will not be extended in length of time beyond the agreed break times for all staff including smokers and non-smokers).
- 7.3 The Service has allocated an outside smoking area for smokers, away from the main building on Carriglea grounds. There is also a designated smoking area outside the Anne le Roy Centre.
- 7.4 Night staff are permitted to smoke outside the building they are working in and must ensure cigarette butts are extinguished and disposed of in a safe manner.
- 7.4 The Service has provided disposal bins for cigarette ends in the allocated smoking area. People who smoke are responsible for emptying the contents of the bins. People who use e-cigarettes must ensure safe disposal of batteries.

8.0 SERVICE USERS SMOKING

- 8.1 If a service user wishes to smoke, they must be risk assessed for their competency to smoke unaccompanied. This will be recorded where appropriate in the service user's *Person Centred Plan*.
- 8.2 The manager should provide information to service users on the policy and procedure relating to smoking.
- 8.3 Service users should have access to a smoking area, if they wish to smoke.
- 8.4 If a service user needs supervision smoking, staff will be given the choice whether they wish to supervise that service user and thereby be exposed to second-hand

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smoke. Staff have a right to refuse to accompany service users while accessing a smoking area.

- 8.5 Service users who wish to smoke and who are assessed as being a risk to themselves or other when smoking must be supervised by a consenting member of staff. Their smoking materials, cigarettes and lighter/matches may be held by staff.

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