



1. Purpose

- 1.1 Serendipity Healthcare Ltd is committed to protecting the health and wellbeing of its workforce by limiting their exposure to smoke inhalation. All staff and visitors have the right to a smoke-free environment.
- 1.2 Serendipity Healthcare Ltd will comply with all relevant public health legislation governing smoking at work and in enclosed public spaces.
- 1.3 To support Serendipity Healthcare Ltd in meeting the following Key Lines of Enquiry:

SAFE	S1: How do systems, processes and practices keep people safe and safeguarded from abuse?
SAFE	S2: How are risks to people assessed and their safety monitored and managed so they are supported to stay safe and their freedom is respected?
WELL-LED	W2: Does the governance framework ensure that responsibilities are clear and that quality performance, risks and regulatory requirements are understood and managed?
WELL-LED	W3: How are the people who use the service, the public and staff engaged and involved?

- 1.4 To meet the legal requirements of the regulated activities that Serendipity Healthcare Ltd is registered to provide:
 - Smoke-free (Premises and Enforcement) Regulations 2006
 - Health Act 2006

2. Scope

- 2.1 The following roles may be affected by this policy:
All staff
- 2.2 The following Service Users may be affected by this policy:
Service Users
- 2.3 The following stakeholders may be affected by this policy:
Family
Advocates
External health professionals
Local Authority
Commissioners



Representatives

3. Objectives

- 3.1 To ensure that all staff, Service Users and visitors are protected from secondary smoke inhalation.
- 3.2 To ensure that staff are aware of where they can and cannot smoke.

4. Policy

- 4.1 Serendipity Healthcare Ltd recognises its responsibility to provide an environment that enables Service Users to live their lives as they choose and for staff to provide Care as agreed in the Care Plan. We understand that people have a right to choose to smoke, particularly in their own homes. However, we have a responsibility to safeguard the health of staff and Service Users who do not smoke and who do not want to breathe in smoke from others.

Our policy is to ensure that no one is subject to second-hand smoke against their wishes. Serendipity Healthcare Ltd is committed to promoting the health, safety and wellbeing of all Service Users and employees and complying with the relevant legislation in relation to smoking.

- 4.2 Any and all of the workplace of Serendipity Healthcare Ltd is smoke-free. This includes any company vehicles. Smoking is not permitted unless in a designated area.
- 4.3 This policy not only applies to all employees but also to consultants, contractors, workers, officers, volunteers, visitors and Service Users.
- 4.4 This policy does not form part of any employee's contract of employment and may be amended at any time.
- 4.5 Staff working in Service Users' own homes are not permitted to smoke in or outside the Service User's home, irrespective of whether the Service User is a smoker and says that it is acceptable.
- 4.6 Staff must not smoke in their cars on any occasion that they transport Service Users or in transport provided by or paid for by Serendipity Healthcare Ltd. Serendipity Healthcare Ltd does not provide any breaks or respite for its employees to smoke at any time or in any place. Employees must bear this in mind when travelling between calls.



5. Procedure

5.1 **Where is Smoking not Permitted?**

- Smoking is not permitted anywhere within the workplaces of Serendipity Healthcare Ltd. 'Smoking' includes, but is not limited to, cigarettes, electronic cigarettes (including 'vapes/vaporisers'), cigars and pipes (including water pipes such as shisha and hookah pipes). Anything that can be smoked is not permitted
- Smoking is not permitted in any company vehicle whether the individual is a driver or a passenger
- 'No smoking' signs are displayed at the entrances to the workplaces of Serendipity Healthcare Lt
- Smoking is not permitted within or outside a Service User's home
- Smoking is not permitted whilst wearing the uniform of Serendipity Healthcare Ltd

5.2 **Where is Smoking Permitted in Serendipity Healthcare Ltd?**

- Employees and other individuals who wish to smoke must do so in the designated areas. Employees are only permitted to smoke during designated and authorised break times
- Individuals must dispose of all cigarette butts and litter in the non-flammable waste bins provided
- Staff must never smoke off site in uniform or with an ID badge on
- When smoking in designated areas, uniforms must be covered and staff will be mindful of any residual smoke odours when returning to work

5.3 **Steps to Minimise Exposure to Second-Hand Smoke in the Service User's Home**

- Ensure that the Care Plan records whether a Service User smokes and if so, what and how much
- Identify staff who have pre-existing conditions that may be made worse by second-hand smoke. Conditions such as Asthma, heart conditions and Chronic Obstructive Cardio-Pulmonary Disease must be included
- Ensure that a risk assessment is developed that includes the risk of second-hand smoke as well as any fire safety hazards
- Where a Service User is a known smoker, ask that they do not smoke, where possible, an hour before the Care Worker arrives and that the room/their home is well ventilated. Where possible, ask that smoking is limited to rooms where the Care Worker will not need to work
- Ensure that staff do not have to attend consecutive visits or spend prolonged amounts of time in a room/home with a Service User who smokes
- Where the Service User does not smoke but shares their home with someone who does, the same considerations must be taken

5.4 **Breaches of this Policy**

Breaches of this policy will be treated as misconduct and will be dealt with under the Discipline Policy and Procedure at Serendipity Healthcare Ltd. In the more serious cases, this may be treated as gross misconduct and the employee concerned may be liable to summary dismissal.

All affected individuals are reminded that smoking in smoke-free premises is a criminal offence and may result in a criminal prosecution.



6. Definitions

6.1 Smoking

- This includes but is not limited to cigarettes, cigars, electronic cigarettes including vaporisers, herbal cigarettes, pipes (including hookah and shisha pipes) and any other items that can be smoked

6.2 Summary Dismissal

- Dismissal without notice or payment in lieu of notice

6.3 Gross Misconduct

- Misconduct which is so serious as to warrant summary dismissal

Reviewed 28th January 2022

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HR Manager