

THE ABBEYFIELD FERRING SOCIETY LTD POLICY & PROCEDURE/GOOD PRACTICE GUIDELINES

Policy Ref:	AF057	Effective date:	August 2017
Owner:	Abbeyfield Ferring Society	Review date:	August 2020

Title:	SMOKING
1. Background	This policy was developed to ensure that all Abbeyfield Ferring Society services and premises act in accordance with the smoking ban in England, making it illegal to smoke in all enclosed public places, enclosed work places and business vehicles carrying more than one person. The ban came into force on 1 July 2007 as a consequence of the Health Act 2006.
2. Objectives	<p>The aim of this policy is to ensure:</p> <ul style="list-style-type: none"> Residents, staff, volunteers and visitors will not be exposed to the harmful effects of second-hand smoke. Individuals who wish to smoke will be supported to minimise risks and may be allowed to smoke where the manager of the premises has designated a suitable smoking room or outside area. <p>Abbeyfield Ferring Society complies with relevant current legislation and regulations</p>
3. Scope	<p>Residents, visitors, all established staff, agency staff, contractors and volunteers working in Abbeyfield Ferring Society premises.</p> <p>This Smoking Policy also applies to the use of electronic cigarettes. The use of electronic cigarettes is prohibited wherever smoking is prohibited.</p>
4. Policy	<p>LEGISLATIVE REQUIREMENTS</p> <p>The Health Act 2006 became effective 1 July 2007 and prohibits smoking in all enclosed (or substantially enclosed) public places and workplaces. Under the Act the following will be considered a criminal offence:</p> <ul style="list-style-type: none"> Failure to display appropriate no-smoking signs Smoking in a smoke-free place Failure to prevent smoking in a smoke-free place <p>The Smoke-free (Signs) Regulations 2012 require that at least one legible no-smoking sign will need to be displayed in all smoke-free premises and vehicles. Suitable signs are available free of charge.</p> <p>There is no intention that this Policy shall make private residential space smoke-free, but a resident's agreement may contain provisions restricting smoking.</p>
4.1.	<p>ARRANGEMENTS FOR CARE HOME RESIDENTS</p> <p>Individual risk assessments should be completed for all residents who smoke. The risk assessment should include the risks associated with matches, lighters, smoke,</p>

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	<p>smouldering cigarette ends, and falling asleep whilst smoking. This is particularly important for frail or forgetful residents.</p> <p>Where a resident uses an identified external area to smoke, the risk assessment should also address any associated risks e.g. extreme or adverse weather conditions, security and access.</p> <p>Residents must be escorted to the smoking area by a member of staff or a volunteer to ensure their safety at all times. In adverse weather conditions, staff must ensure it is safe for residents to go out.</p>
4.2.	<p>SPECIAL CONSIDERATIONS</p> <p>There are particular risks associated with smoking for people who have dementia. For example, they may forget:</p> <ul style="list-style-type: none"> • how to smoke correctly • how to smoke safely • how to extinguish a cigarette • when they had their last cigarette • where their cigarettes are kept <p>The risk assessment should address these risks and the following points should be considered:</p> <ul style="list-style-type: none"> • Safety when smoking i.e. where, when and how the resident will smoke • Resident's usual pattern of smoking e.g. how many, how often • Safe storage of cigarettes and lighter/matches • Systems for renewing stocks • Providing suitable ashtrays <p>It may be agreed that care home staff become custodians of a resident's cigarettes. Such arrangements should be clearly recorded and monitored, and staff must respect that the cigarettes are the resident's property.</p> <p>The individual resident's care plan should confirm agreement about:</p> <ul style="list-style-type: none"> • Routines for smoking e.g. time of day, before or after meals, number of cigarettes smoked • Where cigarettes are to be kept and by whom • What risks are associated with the resident smoking • The degree of supervision, the resident requires when smoking, if any • Who replenishes the cigarette stock and pays for them

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	Any agreed arrangements should be closely monitored and regularly reviewed.
4.3.	<p>ARRANGEMENTS FOR STAFF, VOLUNTEERS AND VISITORS</p> <p>Staff are not permitted to smoke in any premises owned or leased by Abbeyfield Ferring Society.</p> <p>Volunteers and visitors will not be permitted to smoke in any premises.</p> <p>There is no requirement to provide a smoking shelter but the manager of a premises may identify an external smoking area or shelter. Any identified area or shelter may not be enclosed or substantially enclosed e.g. a roof and 50% or more walls. The manager should seek advice from their local council about construction and location of smoking shelters.</p> <p>Due consideration must be given to the location of a designated smoking area as it will not be acceptable, for example, for it to be within view of the main entrance to the premises. A suitable fireproof receptacle must be provided for discarded cigarettes.</p> <p>Staff wishing to smoke must use the identified area and are only permitted to do so during a break period. Staff are not permitted to smoke with residents whilst on duty.</p>
4.4.	<p>VEHICLES</p> <p>Smoking is not permitted in any vehicles owned or leased by Abbeyfield Ferring Society including cars, vans and minibuses.</p> <p>All vehicles covered by the ban must display at least one legible no smoking sign inside.</p>
5. Finance	TBC
6. Supporting Appendices	NA
7. Linked policies	Health and Safety Policy
8. Legislation / Regulation	<p>The Health Act 2006</p> <p>The Smoke -Free (Premises and Enforcement) Regulations 2006</p> <p>The Smoke-Free (Exemptions and Vehicles) Regulations 2007</p> <p>The Smoke-Free (Signs) Regulations 2012</p> <p>Section 20 regulations of the Health & Social Care Act 2008</p> <p>Essential Standards of Quality and Safety</p>



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9. Review	Every year, subject to any regulatory or legislative updates.
10. Procedure / Guidance	

