



Tactical Security Options Ltd, Room 704 Cameron House, White Cross Industrial Estate, South Road, Lancaster, Lancashire, LA1 4XF. Registered Company (10391759)

Tel: 07787788811 Email: dgap@hotmail.co.uk

28.18 V5 2020

A SMOKE-FREE WORKING ENVIRONMENT

INTRODUCTION

In order to ensure the health and safety of employees, contractors, visitors and clients, this Company aims to provide a smoke-free environment in all its premises, workplaces and vehicles. This will help ensure that no person is put at unnecessary risk from exposure to second hand tobacco smoke or any of the associated risks from fire.

Smoke-free means smoking is not permitted anywhere on Company owned or occupied premises (this includes all areas up to the perimeter), including schools, sites, clubs, pubs or any other such premises and in Company vehicles. There are no exceptions to this rule for staff, visitors, or contractors.

These arrangements affect where a person smokes and the effect this may have on staff, visitors, clients and the wider community. These arrangements are not about an individual's right to smoke.

Tactical Security Options Ltd has introduced these arrangements in conjunction with the Primary Care Trust due to the increasing evidence of ill health, cancer and respiratory infections in those who share an environment with smokers.

Why a smoke-free environment?

- To promote good health and the well-being of all staff, visitors, contractors and clients.
- To encourage non-smoking in staff, visitors, contractors and clients.
- To communicate a positive corporate image.
- To provide a safe working environment and demonstrate that the health and safety of employees is of the utmost importance.
- To demonstrate Tactical Security Options Ltd acknowledges and fully accepts the duties placed upon it by legislation.
- To set an example to other employers, workforces and the general public.
- To reduce the prevalence of smoking related illness and early death in Lancashire and surrounding areas connected to the company or its scope of works.
- To actively support the Community Plan.



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Who will these arrangements affect?

- All employees whilst undertaking Tactical Security Options Ltd business or representing the company in any way.
- Anyone visiting Contractual premises or venues.
- Any person receiving home visits from Tactical Security Options Ltd staff (see appendix 3)
- All contractors supplying a service to or for Tactical Security Options Ltd.

What affects will these arrangements have?

- Employees must not smoke during their working day in public while wearing a Tactical Security Options Ltd uniform and/or an ID badge when on or off duty.
- Employees must not smoke in any Company vehicle at any time, this includes their own vehicle (during paid hours) if it is used to carry passengers for work related purposes.
- Employees will not be allowed to take time off work in order to smoke.
- Every effort will be made to protect staff that visit clients in their own homes from the effects of second-hand smoke, for further details see Appendix 1.
- Staff working in homes where clients are allowed to smoke in controlled areas will also be protected from second hand smoke, see Appendix 2 for further details.

How will the Company ensure compliance?

- Where appropriate, relevant signage that prohibits smoking will be displayed in buildings and vehicles.
- All line managers are responsible for promoting and monitoring a smoke-free working environment.



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- All employees have a duty and a responsibility to co-operate with managers to ensure compliance and to actively promote these arrangements in the course of their work.
- Under health and safety legislation all employees have a duty to maintain their own health and safety and that of any others who they might affect by their actions.

What happens if an employee chooses to ignore these arrangements?

- Failure to comply with these arrangements may result in disciplinary action being taken against the individual staff member concerned.

What help is available to staff wishing to give up smoking?

- Tactical Security Options Ltd takes the health and well being of its employees very seriously and therefore will encourage staff to give up smoking.
- Tactical Security Options Ltd recommends the Lancashire, NHS Stop Smoking Service for those staff who want treatment for their tobacco addiction.
- For staff who are registered with a GP outside their work areas, telephone the National Help-Line on 0800169 0169, text GIVE UP with your full postcode to 88088 or log onto www.gosmokefree.co.uk to obtain the number of other local NHS services.
<https://www.nhs.uk/live-well/quit-smoking/nhs-stop-smoking-services-help-you-quit/>
- <https://www.uhmb.nhs.uk/hospitals/>
- Managers should use discretion in allowing time off for attendance of smoking cessation classes. Managers must ensure that any time off allowed does not affect the delivery of service.



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Employees- what you need to do

- Comply fully with these arrangements.
- Help ensure your colleagues, visitors, contractors and clients comply with these arrangements, if they fail to do so report to your line manager.
- Contact the NHS Stop Smoking Service if you would like assistance to stop smoking.
- Request clients provide a smoke free environment when making any visit to their home.



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Line Managers- What you need to do

- Ensure all staff are fully aware of these arrangements. Staff should be informed where to view a copy of these arrangements.
- Ensure yourself and your staff fully comply and support these arrangements
- Ensure staff are able to carry out their duties in a smoke-free environment.
- Increase staff knowledge about the dangers of exposure to second-hand smoke.
- Inform all new and existing clients of these arrangements.
- If a member of staff reports a case of non-compliance from a colleague, investigate and proceed according to your findings.
- If a member of staff reports a case of non-compliance from a client in their own home, investigate and proceed based on the Company duty of care to the client and the member of staff. Documentation should be kept regarding any dialogue and the steps taken to reduce any exposure to second hand smoke the member of staff might face.
- Support, where possible, any member of staff wishing to stop smoking (see p2 – what help is available to staff wishing to give up smoking).



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Managers of Premises- What you need to do

- Ensure that appropriate 'no-smoking' signage is positioned where it is required at all Company owned or occupied sites.
- To avoid confusion and misinterpretation, ensure that any waste bins placed for the disposal of cigarettes are removed.
- If you discover any visitors or client on Company premises failing to comply with these arrangements inform them politely but firmly to extinguish their cigarette etc. or leave the premises immediately
- If you discover any contractor on Company premises failing to comply with these arrangements inform them to extinguish their cigarette etc. immediately and inform the person responsible for engaging the contractor.

Central Vehicle Maintenance Unit

- Ensure all Company owned or hired vehicles have appropriate smoking prohibition signage fitted.



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Appendix 1

Protecting company staff working in client's homes from exposure to second-hand smoke

Many Security Companies require their staff to visit clients in their own homes, venues, sites or open or secured areas, in and out of the community. Some clients, together with their family, friends or service users, may smoke in the home. This situation may result in staff being put at risk of exposure to second-hand smoke.

Tactical Security Options Ltd staff visiting clients in their own homes are entitled to the same level of protection as those working in contractual premises.

In order to protect staff from exposure to second-hand smoke the following arrangements shall be introduced:

- All clients, new and existing, shall be requested to provide a smoke free working environment for our staff. Clients shall be given an information leaflet (see Appendix 3).
- Any service that provides services in the community should produce a written client contract that outlines the respective responsibilities of the service and the client, including arrangements to protect staff from second-hand smoke.
- The smoking status of all clients, and details of other people who smoke in the clients' home, must be recorded in any security health plan, and any smokers are to be provided with contact details for the NHS Stop Smoking Service.
- If staff cannot reach a satisfactory agreement with a client, they shall refer the case to their manager for their support in handling the issue.



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Appendix 2

Protecting residential staff from exposure to second-hand smoke

In recognition that residential premises are also a client's home Tactical Security Options Ltd will allow designated smoking rooms to be provided in adult residential premises. However, to protect Tactical Security Options Ltd staff, residents, and any other people visiting or working on the premises, from exposure to second-hand smoke, any designated rooms provided for smoking shall be designed, operated and used in a way that will minimise unintended exposure to second-hand smoke.

The following standards are to be introduced for all designated rooms for smoking:

- Must be designated in writing, by the person in charge of the premises, as a room in which smoking is permitted.
- Must have prominent signs at all entrances to the room clearly indicating it is a smoking room, together with signs clearly indicating when it is not available for use.
- Doors, which open from the designated room for smoking into the premises, must be fire resistant with self-closing devices.
- Must have adequate ventilation, which must not ventilate into other parts of the premises.
- The room must have windows in the doors or walls to enable monitoring of activities from outside the room.
- The room must have suitable fire detection (heat detectors).
- A fire extinguisher must be located inside or immediately outside the room.
- Metal waste bins to be provided and maintained with water in (approx 25mm) bottom.
- Sufficient ashtrays and sturdy tables to be provided.
- A means to summon staff assistance must be provided (bell / alarm)
- Floor coverings, furniture, and fittings must comply with Fire Regulations.



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- They must have a ceiling, solid floor, and be fully enclosed (except for windows & doors).
- No food or drink must be allowed in the room.
- No TV, radio or other entertainment equipment to be allowed in room.
- Use of the room must be restricted to residential clients.
- The room must be taken out of use and ventilated for a minimum of 1 hour prior to cleaning.
- The room should have a direct exit to a safe area.
- Users must ensure their smoking materials are fully extinguished when leaving the room.



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Appendix 3

Example information leaflet for clients

Important information for people receiving home visits

Please consider the needs of our staff and provide them with a smoke free environment.

Second-hand smoke, or passive smoking as it's sometimes called, has been found by the Government Scientific Committee on Tobacco and Health to be detrimental to people's health. It can cause heart disease, stroke and lung cancer in adults. Being exposed to second-hand smoke even for a short time can cause eye irritation, headache, cough, sore throat, dizziness and nausea.

Employers have a duty in common law to take reasonable care to protect the health of employees. Tactical Security Options Ltd is required by law to ensure that employees and others are not put at risk.

We therefore ask if you would do everything possible to provide a smoke free environment when our staff visit you in your home.

How to protect staff from exposure to second-hand smoke:

- refrain from smoking inside the house for at least 1 hour before they arrive
- if reasonable to do so open windows and doors to fully ventilate the area
- try to keep one room smoke free at all times.

During the visit:

- do not smoke or let anyone else in the house smoke in the area
- wherever possible, when the member of staff is in the house, ask other smokers to go outside to smoke.

The Policy

We ask our staff to assess whether any environment they enter is safe for them to provide their services. If a smoke free environment cannot be provided, a risk assessment will be required in order to reduce the risk to a level that is as low as is reasonably practicable. We will support staff to leave an environment they deem to be unsafe. If necessary, you will be offered alternative service options.

Our undertaking to you

All routine visits will be pre-booked and you will be given a time for the visit. If the staff member is delayed, you will be contacted as soon as possible.



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This policy has been approved & authorised by:

Name: Dave Pattinson & Stacey Vivian

Position: Managing Director & Operations Manager

Date: April 2020

Signature:

Dave Pattinson

Signature:

Stacey Vivian