



NON-SMOKING POLICY & PROCEDURE

Updated April 2019 - Reviewed November 2025

POLICY STATEMENT

ELCAP aims, as an employer and as a service provider, to provide a safe and healthy environment for staff and the individuals who receive our service. It is an offence to smoke in non-smoking premises or to knowingly permit smoking in non-smoking premises. ELCAP will support staff who wish to stop smoking.

PROCEDURES

Staff who are supporting the people we work for have no right to "smoking breaks" while support is being provided. Staff should not smoke when supporting a person we work for even when in a public place.

Staff who are at work in areas where there are no people we work for have no rights to "smoking breaks" while they are at work.

Staff who are at work and travelling in their car or other transport with a person we work for or with another member of staff should not smoke.

When a person we work for is a smoker and it would not be reasonable to expect the person not to smoke during the period that they are supported, we will try to ensure that risks of passive smoking are minimised for the member of staff. We will clearly state to a member of staff that this may be a risk at their work and ensure that the member of staff is informed of these risks before we introduce the member of staff to the service user.

E-Cigarettes

You should not use e-cigarettes (vapour pens etc.) in the presence of service users or while at work as you would be modelling an inappropriate behaviour for service users. We do not wish to encourage people to adopt poor health habits and it does not appear professional to use these products while interacting with people at work.

Should ELCAP receive a complaint from a service user or a member of the public or an allegation from another member of staff about a member of staff not complying with these expectations, we will deal with the matter through ELCAP's Work Practice Review Procedure or ELCAP's Disciplinary Procedure.