



TOLLCROSS  
housing association

## Smoke-free Workplace Policy

Prepared by	Corporate Manager
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Date of current review	//
Date of next review	October 2028
Reviewed by	Audit & Business Sub-Committee

Corporate Fit:	Internal Management Plan	✓
	Risk Register	✓
	Business Plan	✓
	Equalities Strategy	✓
	Legislation	✓

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Regulator No.197 | Registered Property Factor No.PF000261 | Registered Society  
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### Alternative formats available



Happy to translate  
Możemy przetłumaczyć  
Раді перекладати  
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乐意翻译

Our policies provide a framework to underpin our vision and values, to help us achieve our strategic objectives.

## Our Vision

Local people, local control.

By providing quality homes and services, we will create stronger communities and a better quality of life for our customers.

## Our Values

- Focused on the needs of our customers and communities.
- Supportive of our staff and Committee members.
- Responsible, efficient, and innovative.
- Open and accountable.
- Inclusive and respectful.
- Fair and trustworthy.

## Strategic Direction

**Consolidation and improvement:** Applicable to our core business as a landlord & property manager.

**Growth:** Through the new build opportunities, we are taking forward.

**Partnerships:** Where this can help to address shared goals and increase capacity and value.

**Resilience:** A key priority across all parts of our business.

## Strategic Objectives

**Services:** Deliver quality, value for money services that meet customers' needs

**Homes & neighbourhoods:** Provide quality homes and neighbourhoods.

**Assets:** Manage our assets well, by spending wisely.

**Communities:** Work with local partners to provide or enable services and activities that benefit local people and our communities as a whole

**Our people:** Offer a great workplace environment that produces a positive staff culture and highly engaged staff.

**Leadership & Financial:** Maintain good governance and a strong financial business plan, to ensure we have the capacity to achieve our goals.

## Our Equalities and Human Rights Commitment

We understand that people perform better when they can be themselves and we are committed to making the Association an environment where employees, customers, and stakeholders can be open and supported. We promote equality, diversity, and inclusion in all our policies and procedures to ensure that everyone is treated equally and that they are treated fairly on in relation to the protected characteristics as outlined in the Equality Act 2010.

## Privacy Statement

As data controller we will collect and process personal data relating to you. We will only collect personal information when we need this. The type of information we need from you will vary depending on our relationship with you. When we ask you for information, we will make it clear why we need it. We will also make it clear when you do not have to provide us with information and any consequences of not providing this. We are committed to being transparent about how we collect and use your data, and to meeting our data protection obligations with you. Further information about this commitment can be found within our full Privacy Statements.

## Policy Scope & Review

For the purpose of this policy the term Association will include all members of the Tollcross Housing Association Limited. Therefore, all employees, governing body members, volunteers, customers and other relevant stakeholders will be expected to adhere to this policy and/or procedure. All policies and procedures are reviewed every 3 years in line with best practice and current legislation. The Association reserves the right to make additions or alterations to this policy and procedure from time to time. Any timescales set out in this policy may be extended where required.

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1.	Second-hand Smoke Risk Assessment (HS-F09)

## 1. Introduction

- 1.1. We are committed to providing a safe and healthy working environment free of tobacco smoke. Legislation places a legal duty on employees to ensure that they comply with the health and safety rules of their employer. Given that tobacco is the single biggest cause of preventable illness in the UK, and that environmental or “passive” smoking is also damaging to health, the control of tobacco smoke in the workplace comes under the Health and Safety at Work Act.
- 1.2. In order to provide a healthy and safe working environment and protect its employees from the risks of tobacco-induced ill health, we have a No Smoking policy in all Association premises and vehicles. Ventilation or separating smokers and nonsmokers within the same airspace does not completely stop potentially dangerous exposure.

## 2. Purpose & scope

- 2.1. The purpose of this policy is to provide a framework of support for employees to:
  - remove or minimise the risk relating to smoking in the workplace.
  - help employees to stop or reduce their own smoking habit.
- 2.2. It is recognised that, given the nature of much of the work undertaken by employees of the Association, that employees will on occasions have to work in an enclosed space with tenants, residents or customers who are smoking (or have recently smoked in their property). The aim of this policy is not to prohibit the smoking in individual homes but to ensure that smoking within the working environment is minimised as much as possible.
- 2.3. This policy covers all persons using or visiting all of the Association premises (including community facilities) or vehicles. Employees are prohibited from smoking within the boundaries and curtilage of Association properties (area surrounding Association properties), specifically at the front and rear doors of places of work.
- 2.4. Employees are not permitted to smoke when visiting enclosed locations out-with this policy (i.e. visiting customers in their own homes).
- 2.5. Employees are prohibited from smoking during working hours, including travelling between sites / offices while on Association business.
- 2.6. The term smoking includes use of electronic cigarettes (including ‘vaping’).

## 3. Responsibilities

- 3.1. Employees are responsible for:
  - Being a role model for the Association and adhering to no-smoking rules set.
  - Advising customers of the rules around smoking and asking them to stop (where appropriate).
  - Escalating matters to a manager where an employee feels at risk or where failures have been identified (e.g. where a customer refuses to stop smoking in an Association premise).
  - Managing their own health, safety, and wellbeing and engaging in positive discussions regarding this.
- 3.2. Managers are responsible for:
  - Being a role model for the Association, adhering to no-smoking rules set and actively promoting smoking cessation.

- Enforcing rules impacting employees and customers around smoking and smoke free environments.
- Ensuring that employees are supported in their efforts to stop smoking.
- Escalating matters to the Health & Safety Board where repeated risks or failures are identified.
- Managing their own health, safety, and wellbeing and engaging in positive discussions regarding this.

3.3. The Association has responsibility to ensure compliance with relevant legislation\* which includes but not limited to:

- Ensuring our premises are no smoking and not knowingly allow smoking in these premises (including corporate vehicles).
- Displaying appropriate signage to ensure employees, customers and other stakeholders are aware of our no smoking premises and vehicles.
- Asking anyone to extinguish their smoking material immediately or leave the premises where they fail to adhere to this requirement.

\*(Smoking, Health and Social Care (Scotland) Act 2005 and The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006)

#### **4. Second-hand Smoke**

- 4.1. We recognise that certain posts within the Association require that employees visit locations out with the jurisdiction of this policy and employees who offer services to customers in their homes are at risk if the person being visited is a smoker as private houses are not covered by legislation.
- 4.2. We actively promote a smoke-free environment for home visits for our employees via our literature (e.g. website, newsletter, etc.). We also request a smoke-free environment in correspondence with the relevant customer.
- 4.3. In the unlikely event that it is not possible to reach a solution with the customer prior to the visit, employees should advise their line manager to enable for options to be explored via the Second-hand Smoke Risk Assessment.
- 4.4. Where an employee is concerned about second hand smoke and the impact on their health and safety during a visit, they may terminate the visit and raise with their line manager.
- 4.5. To help monitor and control the risk of second-hand smoke, employees should complete an incident reporting form when they have been unable to work within a smoke free environment.

#### **5. Cessation Support**

- 5.1. The purpose of this policy is to ensure the health and safety of all employees at their place of work. It is not designed to make employees stop smoking. In recognising that smoking is a habit, we recognise that employees who currently smoke may wish to stop.
- 5.2. We will aim to support employees who wish to stop smoking or who have difficulty in complying with the restrictions by creating a positive culture of support, to allow employees to ask for help when they require it.
- 5.3. Preparation is required to successfully stop smoking. We can support employees to build a plan, including identifying practical support the Association can provide to support the

employee. Speak to your line manager about what support you may need and we will work flexibly to support you. Further information about smoking cessation can be found in appendix 1.

## **6. Policy compliance**

- 6.1. The policy is being introduced to provide a smoke free working environment for all employees and it is hoped that all employees support the Association's aims of working towards a healthy workplace.
- 6.2. Employees who fail to comply with the Association's No Smoking policy will be considered as misconduct and will be dealt with by the appropriate line manager in accordance with the Association's Disciplinary Policy.
- 6.3. Anyone who fails to adhere to the no smoking premises requirements (as detailed by law), may be issued a fixed penalty notice, this is enforced by Environmental Health.

## Appendix 1 – Equality Impact Assessment

<b>Policy</b>	Smoke-free Policy		
<b>EIA Completed by</b>	Corporate Services	<b>EIA Date</b>	
<b>1. Aims, objectives and purpose of the policy / proposal</b>			
The purpose of this policy is to provide a framework of support for employees to: <ul style="list-style-type: none"> <li>remove or minimise the risk relating to smoking in the workplace.</li> <li>help employees to stop or reduce their own smoking habit.</li> </ul>			
<b>2. Who is intended to benefit from the policy / proposal?</b>			
Employees.			
<b>3. What outcomes are wanted from this policy / proposal?</b>			
The main aims of our policy are: <ul style="list-style-type: none"> <li>to ensure a fair, consistent and standardised approach to our smoke-free approach in the workplace.</li> <li>to establish best practice standards to help remove or reduce the risk of smoking (including second hand smoke)</li> <li>to encourage employees to seek help when required and feel confident to make positive changes.</li> </ul>			
<b>4. Which protected characteristics could be affected by proposal?</b>	<input type="checkbox"/> Age	<input type="checkbox"/> Gender reassignment	<input type="checkbox"/> Religion or belief
	<input checked="" type="checkbox"/> Disability	<input type="checkbox"/> Marriage & civil partnership	<input type="checkbox"/> Sex
	<input type="checkbox"/> Race	<input checked="" type="checkbox"/> Pregnancy and maternity	<input type="checkbox"/> Sexual orientation
<b>5. If the policy / proposal is not relevant to any of the protected characteristics listed in part 4, state why and end the process here.</b>			
<b>6. Describe the likely impact(s) the policy / proposal could have on the groups identified in part 4</b>			
The impact of the policy would be positive, as the risk assessment asks both the employee and manager to consider potential negative impacts of smoking on those with specific protected characteristics (relating to their health and wellbeing).			
<b>7. What actions are required to address the impacts arising from this assessment? (This might include; collecting data, putting monitoring in place, specific actions to mitigate negative impacts).</b>			
The manager will be required to identify other courses of action to remove or reduce the potential impact of those with the characteristics.			
<b>8. Consider the impact and actions to be considered for the following Human Right articles:</b>			
<b>Article 6: Right to a fair trial</b>			
Everyone should be given the opportunity to participate effectively in any hearing of their case and present their side.			
Impact: None	Actions:		
<b>Article 8: Right to respect for private life, family life &amp; the home</b>			
Everyone has the right to access and live in their home without intrusion or interference.			
Impact: Tenant may object to request to stop smoking.	Actions: Risk assessment available to discuss alternative options.		
<b>Article 14: Prohibition of discrimination</b>			
Everyone has equal access to the other rights contained in the Human Rights Act.			
Impact: None	Actions:		

## Appendix 2 – Smoking Cessation Support

Step 1	<p>Think about smoking and you.</p> <p>Write down the reasons why you started smoking (are they true today?).</p> <p>Write all the reasons not to stop smoking (not the right time, it's too late the damage is done) and write a reason why these are not true.</p>
Step 2	<p>Write down the reasons why you want to stop (health, financial, family, etc.) and display the reasons why you want to stop (keep it close to remind you why).</p>
Step 3	<p>Plan what help you need and speak to those who can help (family, friends, etc.).</p> <p>Speak to a GP if you think you will need medication to stop smoking.</p>
Step 4	<p>Think about the things that you associate with smoking.</p> <p>Can you remove or reduce these? Write down your solutions and keep to hand.</p> <p>Think about starting something new when you are triggered to smoke – can you break the link for something new.</p>
Step 5	<p>Plan the first 72 hours – these will be the hardest.</p> <p>We know there will be temptations but think about your reasons for stopping and the best ways to overcome your cravings. Try to take time out each day to relax; remember to be kind to yourself. When you get the urge to smoke, do something to distract yourself. Whatever distraction works for you, keep doing it – exercise, deep breathing, walking, housework or a hobby. Be careful about drinking too much alcohol. Keep yourself busy; long empty periods may be difficult. Finish each day by congratulating yourself for getting through the day smoke free.</p>

Make time at the beginning of the day to think about why you are stopping. Try to take each minute, each hour, each day, one at a time. It will help a lot to concentrate on the present and not worry about how you are going to live without cigarettes for the rest of your life. Live in the present. Your goal is to get through today without smoking. Tomorrow will come soon enough.

Speak to a trained advisor at [Quit Your Way](https://www.quityourway.org.uk) Scotland 0800 84 84 84

When you contact a Quit Your Way Scotland advisor they'll find out as much as they can about your current smoking habits. They'll offer advice and information to increase your chances of stopping for good.