



Clean Air Policy Statement



CLEAN AIR POLICY

STATEMENT OF POLICY

- 1 The policy of Aberdeenshire is to guarantee, so far as is reasonably practicable a healthy working environment free from tobacco smoke, and as required under the Smoking Health and Social Care (Scotland) Act 2005 to ensure:
“..that non smokers are not exposed to tobacco smoke”. This policy shall apply to Elected Members, Employees and Third Parties,

IMPLEMENTATION

- 2 It will be the responsibility for each service to implement this policy within their own workplaces. Where buildings are shared it will be the responsibility of the member of staff nominated as having control of the building to co-ordinate with all occupants. Each service should nominate an individual to take responsibility for each establishment regarding the compliance of the Act.

ARRANGEMENTS

- 3 The ban on smoking will include all premises of the Council and vehicles owned by the Council.
This will include all offices private or open plan, common areas, toilets, canteens and storerooms, meeting rooms, lifts, workshops and laboratories.
There are the following exceptions within Aberdeenshire Council:
 - i) Residential Accommodation
 - ii) Designated rooms in Adult Care
 - iii) Adult Hospices
 - iv) Designated rooms in psychiatric units
 - v) Private vehicles (those vehicles that are being used to transport other employees they will not be exempt apart from the requirement for signage).

COMPLIANCE

- 4.1 All staff will co-operate fully with the policy, any breach will be viewed as a disciplinary matter.
- 4.2 All staff are responsible for informing visitors of the policy.



- 4.3 All job applicants will be made aware of the policy.
- 4.4 Contracts of employment will include reference to acceptance of the clean air policy.
- 4.5 Breaches of the policy should be reported to the appropriate line manager.
- 4.6 Any questions/comments/concerns regarding the clean air policy should be addressed to the Principal Health and Safety Advisor and will be dealt with in confidence.

HELP TO STOP SMOKING

- 5 Aberdeenshire Council recognises that many smokers want to stop smoking or may need help, to cope with the restrictions imposed by the policy.

Employees who would like to stop smoking should seek information and advice] through Grampian Health Board.

GRIEVANCE

- 6 Employees who consider that they have been unfairly treated may refer to Aberdeenshire Council's Grievance Procedure Policy.



Do you have any comments to make regarding this document?

Signed _____

Please tear off and return to the Head Teacher Echt Primary and Nursery School.