



Doohamlet Community & Resource Centre

Use of Tobacco & E-Cigarette Policy

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1 Policy Statement

As a centre of community life and activity, Doohamlet Community & Resource Centre (The Centre) is committed to reducing the use of tobacco and E-Cigarettes and their (potentially) harmful health effects both within the Community Centre building and within the general grounds of the Centre, including the car park and the Community Garden (hereby known as The Centre) except in designated locations. The Centre aims to create a healthier tobacco and E-Cigarette free, clean environment for its Employees/Volunteers, users and visitors. Smoking by Employees/Volunteers, users and visitors will only be permitted within designated areas of The Centre from 1st June 2020.

2 Purpose

The Centre has developed this policy to:

- help change social norms around tobacco and E-Cigarette use;
- protect and improve the health, safety and welfare of Employees/Volunteers, users and visitors;
- promote cessation of smoking tobacco and E-Cigarettes to the wider community through The Centre's role as a key facility within the community;
- For fire prevention reasons.

3 Scope

The 'Use of Tobacco and E-Cigarette Policy' applies to all Employees/Volunteers, users, visitors and other persons who may use The Centre for any purpose (such as Contractors). The policy only allows smoking in designated areas of the grounds. Smoking and E-Cigarettes are not permitted within the building.

4 Legislation/Other Related Policies

- Tobacco Control Framework (2010).
- Public Health (Tobacco) Acts 2002-2011.
- Safety, Health and Welfare at Work Act 2005.

5 Roles and Responsibilities

5.1 Responsibilities of The Management Committee:

The Management Committee has responsibility for ensuring the development and review of this policy and communication of the policy.

5.2 Responsibilities of The Operational Committee (Employees/Volunteers):

The Operational Committee will be informed of the policy and should:

1. Endorse, comply with and support the implementation of the policy and ensure compliance;
2. Ensure this policy is brought to the attention of all users and visitors to The Centre and inform visitors of the policy where appropriate;
3. If a breach of the policy is witnessed, whether by an Employee/Volunteer/user/visitor inform the individual of this policy where appropriate. Take a common sense approach to supporting compliance. If a person refuses to comply with the policy, do not engage in an altercation with the person but simply advise them of the breach and ask them to move to a designated smoking area;
4. Where necessary, record details of infringements and report them to the Management Committee.

6 Implementation Measures

- Members of the Operational Committee (Employees/Volunteers) will be made familiar this policy during Induction/Refresher Training.
- Signage will be erected around The Centre to advise people that smoking is only permitted in designated areas of The Centre.
- Employees/Volunteers will be given the authority to bring the policy to the attention of users and visitors to The Centre, advise people if they are breaching the policy and ask them to move to designated smoking areas as required.
- Where necessary, record details of infringements and report them to the Management Committee on an Incident Record Form.

This policy was adapted by the Management Committee of Doohamlet Community & Resource Centre on 1st July 2020.