



# **Smoke Free & Vaping Policy**

**July 2019**

*We speak your language*

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Polish

*Mówimy Twoim językiem*

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French

*Nous parlons votre langue*

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Spanish

*Hablamos su idioma*

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Slovak

*Rozprávame Vaším jazykom*

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Chinese

我们会说你的语言

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Council on **01246 231111**

## CONTROL SHEET FOR PROBATION POLICY

Policy Details	Comments / Confirmation (To be updated as the document progresses)
Policy title	Smoke Free Policy
Current status – i.e. first draft, version 2 or final version	Final Version
Policy author (post title only)	Sara Gordon
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Relevant Cabinet Member (if applicable)	Cllr McGregor
Equality Impact Assessment approval date	
Partnership involvement (if applicable)	N/A
Final policy approval route i.e. Joint Strategic Alliance Committee, Cabinet/Executive/Council	Final version
Date policy approved	September 2013 Revised March 2019
Date policy due for review (maximum three years)	
Date policy forwarded to Improvement (to include on Intranet and Internet if applicable to the public)	

# SMOKEFREE & VAPING POLICY

## 1. Introduction

It is a well known and scientifically proven that exposure to second hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or segregating smokers in the same airspace as non-smokers does not completely eliminate potentially dangerous exposure.

Elittering and vaping will be treated in the same way as cigarettes by the Council and for the purposes of this policy.

## 2. Aims of the Policy

The Council recognises that exposure to second hand smoke has an adverse effect on the health of employees, workers, service users, customers, tenants and visitors.

This Policy Statement has been prepared and seeks to

- make arrangements which will protect persons employed by or having business with the Council from exposure to second hand smoke, and
- assist compliance with the Health Act 2006.

## 3. Policy Statement

It is the policy of the Council that

- all workplaces under the Council's control are smoke free with designated smoking areas signposted for individuals choosing to smoke
- the Council's image and reputation are protected
- all employees have a right to a smoke free environment.

The original policy came into effect on 1<sup>st</sup> October 2007. This revised version of the policy includes the addition of electronic cigarettes and vaping. The following rules apply.

- Smoking, vaping and the use of electronic cigarettes is prohibited in all Council controlled workplaces with no exceptions. This includes council vehicles.
- The policy applies to all employees, elected members, workers, contractors, customers, tenants and visitors.
- Smoking, vaping and the use of electronic cigarettes will not be permitted in Council grounds unless within a designated smoking area.
- Any individual including employees seen dropping litter such as cigarette butts, can be liable to an immediate fixed penalty notice and associated fine.

, The following steps will be taken in relation to smokefree arrangements.

- Ask any service users or clients who are visited regularly not to smoke or vape for a certain period prior to any pre-arranged visit and during a visit. The client should also be asked to ensure that no-one living in the house with them smokes.
- If service users or clients do smoke or vape, ask that they limit their smoking to rooms where people will not be working and open windows in rooms where people are working to help clear secondhand smoke.
- Visitors etc. who refuse to comply with the policy will be asked to leave the premises.
- Identify employees who have a pre-existing condition that is made worse by exposure to tobacco smoke, such as asthma, COPD and cardiovascular disease or who face additional risks e.g. due to pregnancy. Employees who have such conditions are at higher risk and particular care should be taken to prevent or minimise their exposure to tobacco smoke.
- Ensure that no employee is expected to make consecutive visits, or even a sequence of visits, to houses in which they are likely to be exposed to tobacco smoke.
- Ensure all Tenants are informed of their requirement to comply with the Council's Smokefree Policy.
- Smoking is permitted outside the workplace and outside working hours, i.e. before/after work or during breaks.
- Employees on flexi time may be permitted to take smoking breaks, but must clock out and smoke/vape in their own time. However this is at the discretion of their manager, and is subject to the needs of the service.
- Smoking/vaping is prohibited within 5 metres of any Council workplace.
- Any smoking areas will be designated using appropriate signage and their locations are available from the Facilities Team or HR Team.

#### **4. Implementation**

Overall responsibility for the implementation of this policy rests with Line Managers.

All employees are expected to co-operate in the implementation of the policy.

The policy shall be included on the Extranet.

Line managers shall ensure that all new employees are made aware of the requirements of the policy.

Appropriate signs relating to smoking restrictions shall be displayed in all premises and vehicles.

## **5. Non-Compliance**

Disciplinary action may be taken against any employee failing to comply with the policy.

Any visitor seen to be smoking, vaping or using electronic cigarettes at any premises will be advised of the policy and asked to extinguish/put away smoking materials, vaping materials and/or electronic cigarettes.

Any contractor seen to be smoking, vaping or using electronic cigarettes at any premises shall be reminded of the contractual conditions verbally and in writing.

All persons attending Council premises need to be aware of the requirement to comply with the policy and that non-compliance will be a breach of the Health Act 2006 and therefore a criminal offence.

Private Dwellings: smokers will be requested to refrain from smoking during visits from Council employees and that, if people insist on smoking or vaping in the presence of Council employees, the visit will be ended

## **6. Policy Review**

This policy shall be reviewed as necessary and will be subject to change to take account of any operational or legislative requirements.