

SMOKING/SMOKE FREE POLICY GUIDELINES

A Smoking/Smoke Free Policy for:
[INSERT WORKPLACE NAME HERE]
Effective from: DD/MM/YYYY
Next review date: DD/MM/YYYY

NOTES	
<p>Include: How smoking effects health.</p> <p>How support at work can demonstrate that the workforce is valued and work-life balance is respected.</p>	<p>Outline the need for a Smoking/Smoke Free Policy in the workplace.</p> <p>“Smoke is a health hazard and can cause increased risk of...”</p> <p>“The following policy has been adopted to take all possible steps to protect employees from second hand smoke exposure, it applies to all tobacco products and complies with legislative requirements.”</p>
<p>What do you want to achieve?</p> <p>The policy should give priority to the needs of non-smokers who do not wish to breathe tobacco smoke.</p>	<p>Aims of the policy</p> <p>“To create a workplace environment that...”</p> <p>“To ensure that all employees...”</p>
<p>Policy objectives should follow the SMART principles where possible; Specific, Measurable, Achievable, Realistic and Time Specific.</p> <p>Each objective should be followed by ‘policy actions’ which detail what the organisation will do in order to meet the objective</p>	<p>Objectives of the policy</p> <p>“E.G. To provide support for employees who wish to quit smoking.”</p> <p><i>Policy actions:</i></p> <ul style="list-style-type: none"> - <i>The organisation recognises that smoking is an addiction and that the smoking policy will impact on smokers' working lives.</i> - <i>We will give each employee who smokes, and wishes to stop, four hours paid time off to seek professional help from the local NHS Stop Smoking Service, their GP or other</i>

<p>e.g. any training which will be provided.</p>	<p><i>recognised method of smoking cessation (please note, this is an example only).</i></p> <p>“Managers will receive training and guidance regarding their responsibilities in relation to the policy and enforcement of it.”</p> <p><i>Policy actions:</i></p> <p>Things to consider:</p> <p>Has an Environmental Health inspection been conducted? Are No Smoking signs in place at all building entrances? Are designated smoking areas clearly signposted? Have employees been given information on the effects of smoking? Is further information and support readily available for those who would like help to quit smoking, this could be displayed on notice boards, staff intranet and via leaflets. Does the organisation allow employees time off to attend stop smoking services, are on-site smoking cessation clinics provided? Has the organisation had Making Every Contact Count training to promote healthy behaviour change? The policy should explain how to raise a breach of the policy, and clearly outline the steps that will be taken in the event of non-compliance.</p> <p>Is your organisation completely smoke free? If so, all outdoor areas belonging to the organisation should be clearly signposted as smoke free. Who is responsible for ensuring that the work site remains smoke free? Inform all employees of the smoke free policy in advance.</p> <p>“E.G. All premises will be designated smoke free from [date].”</p>
<p>An employer needs to consider e-cigarettes in the wider context of risk in the workplace.</p>	<p>Electronic Cigarettes</p> <p>The policy should explain the organisations position regarding electronic cigarettes.</p> <p>Do you treat electronic cigarettes the same as smoking?</p>
<p>Does this policy apply to all staff, visitors, contractors, volunteers etc.</p>	<p>Scope</p> <p>“This policy applies to...”</p>

<p>Explain how this policy will be communicated throughout the organisation.</p> <p>Refer to organisations Communication Policy if applicable.</p> <p>How will updates to the policy be communicated.</p>	<p>Communication</p> <p>“All employees will be made aware of the Smoking/Smoke Free Policy.”</p> <p>“This will be discussed as part of the employee induction process and form part of the employee handbook.”</p> <p>“This policy will be reviewed regularly and any updates will be communicated via line management/team meetings/email...”</p>
<p>Regular review and monitoring is essential for the effectiveness of any policy.</p> <p>Will staff be able to provide suggestions to be added?</p> <p>Feedback from those who have been involved in any aspect the policy can be useful, as well as staff surveys and exit interviews.</p>	<p>Review and Monitoring</p> <p>“This policy will be reviewed 6 monthly/annually by...”</p> <p>“Staff may provide feedback to their line manager or Workplace Health Champion regarding this policy and any suggestions will be considered.”</p>
	<p>Further Reading</p> <p>Please consult the below websites/documents for the main points which need to be included in any Smoking/Smoke Free Policy from a legal perspective.</p> <p>The Health Act 2006 – https://www.legislation.gov.uk/ukpga/2006/28/contents</p> <p>Smoking at Work: The Law - https://www.gov.uk/smoking-at-work-the-law</p> <p>HSE Advice on Smoking at Work – http://www.hse.gov.uk/contact/faqs/smoking.htm</p> <p>SmokeFree England: Employers and Businesses – http://www.smokefreeengland.co.uk/what-do-i-do/business/</p>

	<p>Date:</p> <p>Signature:</p>
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GUIDANCE ONLY