

# SMOKE FREE POLICY

## 1. PURPOSE

Smoking and exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses.

The aims of this policy are to:

- promote a healthy work environment and protect the current and future health of employees, customers and visitors.
- guarantee the right of non-smokers to breathe in air free from tobacco smoke.
- comply with health & safety and employment law.
- take account of the needs of those who smoke and to support those who wish to stop.

A separate policy covers the [use of Electronic cigarettes \(Vaping\) at work](#).

## 2. SCOPE

This policy applies to anyone working for Oxfordshire County Council including those in maintained schools and those working through service contracts, on a casual or temporary basis, consultants and agency workers.

## 3. RESTRICTIONS ON SMOKING

Smoking is not permitted in work time, including during online video meetings. Line managers may agree breaks as long as working time is made up and breaks do not adversely affect individual or team performance.

Smoking is not permitted on Council sites, both internal and external, at any time, or by any person regardless of their status or business with the organisation.

Smoking is prohibited in Council vehicles or any vehicle used to carry passengers or clients on council business e.g., taxi.

Smoking is prohibited in client homes or where staff are working in the community with the public or service users.

Appropriate 'no-smoking' signs will be clearly displayed at entrances to and within the premises and in all County Council vehicles.

#### **4. VOLUNTEERS, CONSULTANTS AND VISITORS**

All volunteers, consultants, visitors, contractors and deliverers are required to abide by the Smoke Free policy. Staff members are expected to inform volunteers, consultants, customers or visitors of the council's Smoke Free policy. However, they are not expected to enter into any confrontation which may put their personal safety at risk.

#### **5. NON-COMPLIANCE**

Disciplinary action will be taken if an employee does not adhere to this policy. Those who do not comply with the Smokefree law may also be liable to a fixed penalty fine and possible criminal prosecution.

#### **6. SUPPORT TO STOP SMOKING**

Stop for Life Oxon provides free local support which includes up to 12 weeks behaviour support from a trained advisor and free pharmacotherapy such as NRT.

Tel: 0800 122 3790 or e-mail: [info@stopforlife.co.uk](mailto:info@stopforlife.co.uk) or visit [www.stopforlifeoxon.org](http://www.stopforlifeoxon.org)

Contact the [Smokefree National Helpline](#) to speak to a trained adviser on **0300 123 1044**

Advice is also available from the council's Employee Assistance Programme either [online](#) or phone 0800 111 6387.

#### **7. RELATED POLICIES**

- Use of E-cigarettes (Vaping) in the Workplace policy
- Disciplinary Procedure
- Driving at Work

Related policies can be found on the school's intranet under [HR policies and guidance](#).

If you have any questions regarding the application of this policy contact the schools HR Adviser.

#### **EQUALITY & DIVERSITY IMPACT MEASURE**

This policy has been subject to an Equality Impact Assessment in accordance with the Council's Equality, Diversity and Inclusion Framework and is not considered to unduly impact upon any protected group. The Council will regularly monitor and review the impact of this procedure.

<b>VARIATION OF PROCEDURES</b>
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<p>This procedure is not contractual, and it may be varied by the Council from time to time. Examples of variation include the need to comply with new legislation or best practice guidance. Should the Council decide not to apply the procedure, either in its entirety or in part, that will not amount to a breach of contract. Changes to the procedure will be made in line with the relevant consultation process and through raising employee awareness.</p>
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<b>VERSION CONTROL</b>
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Date approved and published:	November 2021 (Version 1.0)
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Date to review policy:	November 2023 (unless subject to legislative change)
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