

## Smoking policy

### 1. Background

1.1 One of the priorities of Shropshire Council is to strive to keep people from harm and the council takes its responsibility for the health and safety of its employees very seriously.

1.2 Research has shown that smoking kills not only those that smoke cigarettes but also those that breathe in the smoke. Action on Smoking and Health estimates that smoking in Shropshire costs society more than £68.7 million every year, including the estimated output loss from smoking related illness and deaths, the cost to the NHS and from smoking related fires in the home.

1.3 Smoking has been prohibited by law in virtually all enclosed and substantially enclosed work and public places throughout the United Kingdom since July 2007.

1.4 The use of electronic cigarettes is growing rapidly. These products are not currently regulated and therefore not required to meet any clear standards for safety, quality and efficiency. Reviews conducted by NICE (2013) indicate that there is no evidence on the long-term safety of e-cigarettes. There is also insufficient reliable evidence on the short-term safety of using, or being exposed to, e-cigarettes.

1.5 Shropshire Council therefore supports the position of the World Health Organisation in that until such time as given electronic nicotine delivery systems are deemed safe and effective and of acceptable quality by a competent national regulatory body, consumers should be strongly advised not to use any of these products. It is recognised, however, that the use of e-cigarettes is likely to be safer than smoking tobacco.

1.6 Whilst being anxious to promote a healthy working environment Shropshire Council recognises that smoking is addictive and is keen to support and assist employees in giving up.

### 2. Relevant regulations

2.1 [Health Act 2006](#); [The Smoke-free \(Exemptions and Vehicles\) Regulations 2007](#)

### 3. The policy

3.1 This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006.

3.2 This Smoking Policy also applies to the use of electronic cigarettes. The use of electronic cigarettes is prohibited wherever smoking is prohibited.

3.3 The policy does not include the use of licensed nicotine containing products (nicotine replacement therapy such as patches or gum) used as an aid to quitting smoking.

3.4 This policy applies to all employees, councillors, contractors, visitors and members of the public while in our workplaces or in our vehicles. The policy also applies to employees of partner organisations who share our premises.

3.5 Smoking is not permitted in council buildings or in any council place of work including schools.

3.6 Smoking is not permitted in the grounds of any council buildings including school premises.

3.7 Smoking is not permitted in council vehicles. If you use your own car to travel on council business you must consider the wishes of anyone who is travelling with you.

3.8 You are not permitted to smoke during working hours. 'Working hours' are defined as the official opening hours of a Shropshire Council building or school. It does not include official breaks. Unofficial smoking breaks are not allowed.

3.9 Employees who wish to smoke in their own time must not be identifiable to the public as an employee or representative of Shropshire Council or any Shropshire Council school.

3.10 Shropshire Council employees should present a healthy role model therefore should not smoke in the presence of pupils and service users, or purchase cigarettes or e-cigarettes on behalf of people below the legal age limit.

3.11 You must not smoke when visiting people in their home. If you visit a member of the public in their own home, you may ask them not to smoke whilst you are there. If this poses any problems the decision remains with the service manager on how the service can be provided.

#### [4. Breaking the conditions of this policy](#)

4.1 If you break any condition of this policy, normal disciplinary action will be taken. Support from the local Stop Smoking Service is available to those who want help to stop smoking.

4.2 If any visitors to our premises break the conditions of this policy they will be asked to stop smoking, or to leave the premises.

## 5. This policy

- Will be displayed in all council workplaces and will be available on the intranet
- Will be communicated to all employees, members, visitors and external clients
- Will be referred to in job advertisements and job descriptions
- Will be made available to all new employees during induction

## 6. Employee support

6.1 For smokers wishing to quit, stop smoking services are available at a wide range of venues across Shropshire. You are four times more likely to stop smoking with the support of your local NHS Stop Smoking Service than trying to quit on your own. For further information on the service call Healthy Shropshire on 0345 678 9025 or visit [www.healthyshropshire.co.uk](http://www.healthyshropshire.co.uk).

## Review of policy

The policy will be reviewed at regular intervals in conjunction with changes to legislation that may impact upon it. The policy will be reviewed no later than two years after its implementation by the Head of Organisation Development in consultation with the trade unions.