



# **SMOKE FREE POLICY**

## **1. Introduction**

- 1.1 This policy has been developed to protect all staff, service users/learners, contractors and visitors from exposure to second-hand smoke and to comply with The Health Act 2006 (England) and The Smoke Free Premises etc (Wales) Regulations 2007.
- 1.2 Exposure to second-hand smoke (breathing other people's tobacco smoke) has been shown to increase the risk of lung cancer, heart disease in non-smokers, as well as many other illnesses and minor conditions. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.
- 1.3 Nacro acknowledges that breathing other people's smoke is both a public health hazard and a welfare issue. Therefore, the following policy has been adopted concerning smoking at all Nacro premises, including work vehicles.

## **2. Scope**

- 2.1 It is the policy of Nacro that all our premises are smoke free, and all staff, service users and learners have a right to work, live and study in a smoke-free environment.
- 2.2 Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes work vehicles.
- 2.3 Smoking will be allowed at designated, outdoor smoking areas only.
- 2.4 This policy applies to all staff, service users, learners, contractors and visitors, without exception.
- 2.5 The Policy covers all types of burnt and smoked products including cigarettes, tobacco, drugs and non-tobacco cigarette products e.g. electronic cigarettes.

## **3. Arrangements**

- 3.1 This policy considers where people smoke and the effect this has on smoking and non-smoking colleagues, service users, learners, contractors and visitors.
- 3.2 To ensure that everyone on Nacro premises understands that smoking is not allowed in the buildings or generally in the grounds, except in permitted designated smoking areas only.
- 3.3 Clear "no smoking" signs are displayed at the entrances to and within the premises, and in all work vehicles.
- 3.4 Smoking is not permitted within any Nacro buildings, entrances to Nacro buildings or in any vehicles owned or operated by the Nacro, regardless of their status or business with the Nacro.
- 3.5 Smoking is forbidden at all times for staff and learners whilst participating in teaching and learning sessions – this includes any 'outdoor' activity.

- 3.6 The preparation and rolling up of smoking products is not permitted within Nacro buildings and such products must not be on view in classrooms, offices or other public areas.
- 3.7 Nacro's disciplinary policy and procedures will be followed if a member of staff, service user or learner does not comply with this policy.
- 3.8 Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible prosecution via the local authority.
- 3.9 For those staff members who wish to smoke during working hours, permission is given at management discretion to leave the Nacro buildings but consideration must be given to colleagues and any cover required. Smokers will be expected to make up the time taken for smoking breaks during the course of the working day
- 3.10 Nacro will endeavour to provide reasonable assistance for those staff, service users and learners who wish to stop smoking by making available self-help guides and other health and self-support guidance material.
- 3.11 Staff, service users and learners who are finding it difficult to comply with the policy will be invited to discuss the issues with their line manager, project worker or tutor. Help is available via many organisations such as;  
NHS Choices [www.nhs.uk/smokefree](http://www.nhs.uk/smokefree)  
Smoke-free National Helpline to speak to a trained, expert adviser; 0300 123 1044  
<http://www.nhs.uk/livewell/smoking/Pages/stopsmokingnewhome.aspx>  
Smoke Free phone app <http://www.nhs.uk/Tools/Pages/smokefree.aspx>  
Alternatively, local GPs or pharmacists can offer advice and guidance.
- 3.12 New job applicants will be made aware of the smoke-free policy and that adherence is contractual.
- 3.13 Tenders and contracts with Nacro will stipulate adherence to the policy as a contractual condition.

#### **4. Responsibilities**

- 4.1 Overall responsibility for policy implementation and review rests with the CEO, who will ensure that all staff, service users, learners, and contractors are informed of the policy and their role in its implementation.
- 4.2 All staff, service users and learners are obliged to adhere to, and support the implementation of the policy.
- 4.3 All staff have a responsibility to ensure compliance is maintained and will have the authority to stop anyone smoking on Nacro premises, at any time.

## 5. Monitoring

- 5.1 The Executive Leadership Team (ELT) will monitor the effective implementation of this policy.
- 5.2 Compliance with this policy will be monitored as part of site visits and audits by the Health and Safety Team.

## 6. Review

- 6.1 This policy may be amended as and when it becomes necessary due to any significant changes in local arrangements or in statutory requirements.
- 6.2 The Health and Safety Management Group (HSMG) and ELT will review this policy on a biennial basis.

Date: April 2017

## Equality Impact Assessment Summary

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<b>Status of Policy Existing, New, Changed</b>	Smoke Free Policy - Existing
<b>Aim of Policy:</b>	To protect all staff, service users, learners, contractors and visitors from exposure to second-hand smoke.
<b>Impact:</b>	Positive
<b>Comments:</b>	The policy sets out that Nacro premises are smoke free in order to comply with legislation and to protect everyone's health.
<b>Name of person carrying out the Assessment:</b>	Jane Holt, Health and Safety Adviser
<b>Date of Assessment:</b>	April 2017
<b>Review:</b>	Biennially