



Smoke-free & Vape-free Work Policy

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DOCUMENT STATUS

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1. GENERAL PRINCIPLES

- 1.1. The responsibility for delivering Public Health rests with Local Authorities. Warrington Borough Council aims to be an exemplar of good public health practice and is committed to creating a smoke and vape free environment.
- 1.2. The Council recognises that it is an individual's choice whether to smoke or vape or not. The Council is however concerned about where and when smoking or vaping takes place.
- 1.3. It is acknowledged that this policy will impact upon smokers and vapers whilst at work.
- 1.4. The Council has a clear role under its duty to protect the health and wellbeing of the community and to ensure that it does not support, or in effect 'normalise' smoking or vaping.
- 1.5. Directors will be responsible for ensuring that the policy is implemented across the Council and within their service area.

2. HEALTH AND HEALTH PROMOTION

- 2.1. There is a widespread acceptance of the adverse health effects of smoking and passive smoking.
- 2.2. Passive smoking, or breathing other people's second hand tobacco smoke, has been medically proven to cause lung cancer and heart disease in non-smokers and to contribute to many other illnesses and medical conditions. There is no doubt that smoking, including second hand smoke, has a detrimental effect on health, increases the likelihood of illness and time off work.
- 2.3. E-cigarettes and vaporisers may be less harmful than smoking and are often used as an aid to quit smoking however the health effects of passive vaping are not known and the exhaled vapours from e-cigarettes are a respiratory irritant to some people.
- 2.4. This policy sets out the Council's position with regard to smoking and vaping at work, the arrangements for smokers and vapers and the support available for those wishing to give up.
- 2.5. The Council will promote and support, in conjunction with partner organisations, campaigns to discourage people from smoking. Further information and signposting on this can be found on the Council's intranet site.

3. LEGAL REQUIREMENTS

- 3.1 The Health and Safety at Work Act (1974) states that “it shall be the duty of every employer to ensure, so far as is reasonably practical, the health, safety and welfare at work of all employees.”
- 3.2 Employees also have a duty to take reasonable care for the health and safety of themselves and others and to co-operate with the employer as far, as is necessary to enable the employer to comply with the requirements of the Act.
- 3.3 Warrington Borough Council has a total ban on smoking which also includes a ban on any form of e-cigarette (vape).

4. MANAGEMENT ARRANGEMENTS

- 4.1 All Warrington Borough Council occupied buildings/premises (existing and new) are designated smoke and vape free with appropriate signage.
- 4.2 The policy applies to all Warrington Borough Council employees, councillors, public, visitors and contractors. Employees should ensure that any visitors and/or contractors, that they are responsible for, are aware of the smoking and vaping restrictions that apply on site.
- 4.3 It is acknowledged that certain buildings under the council’s management (i.e. care homes) are effectively dwelling places and therefore require different arrangements to be in place. In these circumstances, where residents will be allowed to smoke or vape, appropriate practical arrangements will continue to be made to protect staff and visitors from the ill effects of second hand smoke/vapour.
- 4.4 Residential, Care and private homes should aim for the prohibition of smoking and vaping in areas where staff work. This will be supported by risk assessments.
- 4.5 Smoking and vaping is not permitted in any council vehicles (owned, leased or hired), or in privately owned vehicles when authorised car users are on Council business and carrying passengers. No smoking signs should be clearly displayed within council vehicles at all times.
- 4.6 Smoking and vaping is not permitted in or outside any Council building as this may result in others being exposed to second hand smoke/vapour. The smoking and vaping restriction covers all parts of the Council’s premises, including the front access doorways and surrounding areas.

- 4.7 To ensure a smoke free environment appropriate signs will be in place at the front of building and or public entrances.
- 4.8 Individuals will have personal responsibility for the proper disposal of litter including tobacco products.
- 4.9 If any employee has any concerns regarding the enforcement of this policy, they should raise it with their line manager.
- 4.10 Breaches of the policy will be dealt with in accordance with normal disciplinary procedures.

5. HELP FOR EMPLOYEES

- 5.1 The Council is committed to improving the health of its employees and in partnership with the Local Stop Smoking Service at Livewire will provide support and facilities to assist smokers who wish to give up. A number of contact details are contained at section 9 'Further Information and Assistance'.

6. SALES, ADVERTISING AND SPONSORSHIP

- 6.1 The Council will not support or promote the sale, advertising or sponsorship of any tobacco or vaping products in any of its shops, catering facilities or bars.

7. SMOKING OR VAPING DURING BREAKS

- 7.1 Smoking or vaping will not be permitted during working time, including employees working outdoors.
- 7.2 Employees may smoke or vape in their own time, remaining subject to reputational risk assessment. Employees' "own time", in this context, is defined as any unpaid break whereby the normal arrangements of such a break provide the employee the freedom to leave their workstation, and return within the duration of the break. Employees must clock off when taking a break.
- 7.3 Employees who choose to smoke or vape in their breaks should ensure that any WBC badges or logos are removed or covered up. If you wear a WBC uniform, smoking or vaping will not be permitted whilst wearing this uniform where there is a risk to members of the public or children from exposure to second hand toxic fumes or vapour.

8. MONITORING AND REVIEW

- 8.1 This Policy is monitored, evaluated and reviewed on a regular basis to ensure it is kept up to date and meets legislative and best practice requirements. The effectiveness of this policy will be monitored in conjunction with the appropriate Council groups and consultative bodies.

9. FURTHER INFORMATION AND ASSISTANCE

- 9.1 Further advice and guidance on this policy or specific circumstances covered by this policy can be obtained from your directorate HR Business Partner. Other sources of information and assistance are listed below:

<http://www.livewirewarrington.co.uk/lifestyles/stop-smoking>

Smokefree National Helpline 0300 123 1044

www.ash.org.uk

- 9.2 If you would like to comment on the content of this policy, please contact Human Resources on 01925 442941.