



Smoking Guidance - Employee

Owner	Employee Relations
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CONTENTS

1.0 Introduction	Error! Bookmark not defined.
2.0 Basic Principles	3
3.0 Roles and Responsibilities.....	3
4.0 Acceptable Use	4
5.0 Education and Training.....	Error! Bookmark not defined.
6.0 Data Protection.....	Error! Bookmark not defined.
7.0 Technical aspects of e-safety.....	Error! Bookmark not defined.
8.0 Dealing with Incidents.....	Error! Bookmark not defined.

1.0 Smoking

Smoking, including the use of e-cigarettes and vaporisers, is **prohibited** in all council/Local Authority school buildings and vehicles, including those leased or rented. Smoking is also prohibited in any other vehicle used for work purposes whilst non-smoking passengers are travelling in it.

The prohibition of smoking in workplaces is a **legal requirement**, developed to protect employees, service users, customers and visitors from exposure to secondhand smoke.

Smoking is the **leading cause** of preventable illness and premature death in England, with about half of all lifelong smokers dying prematurely, losing on average around 10 years of life.

Exposure to **secondhand smoke** increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

Definitions

Smoking: refers to smoking tobacco or anything which contains tobacco, or smoking any other substance, and includes being in possession of lit tobacco or of anything lit which contains tobacco or being in possession of any other lit substance in a form in which it could be smoked.

E-cigarette/Vaporiser: an electric inhaler that vaporises a liquid solution into an aerosol mist, simulating the act of tobacco smoking. All aspects of these arrangements apply equally to the use of e-cigarettes and vaporisers.

2.0 Your Duties

- Ensure that smoking is only undertaken (if applicable) outside of a building. Smoking directly outside the entrance, exit or near to windows or other opening whereby smoke could permeate is also prohibited, this is to prevent smoke entering the building.
- Take reasonable care for your own health and safety and that of others who may be affected by your acts or omissions.
- Clock or sign out for every smoke break: where service provision allows, you can take one smoke break in the morning and one in the afternoon, or pro rata for shift workers. Each smoke break must not exceed 20 minutes in duration.
Work time lost to breaks unrelated to work activity should be made up as necessary; this applies equally to smokers (including users of e-cigarettes) and non-smokers.
- Assist and co-operate with the risk assessment process when requested.

- Immediately inform your Head Teacher or Manager of any hazards, concerns or circumstances that you are aware of that may affect health and safety at work, including being exposed to secondhand smoke.
- If you have to visit other employees in their homes as part of your role, you can politely request that they refrain from smoking during your visit. Where the employee refuses to co-operate with your request, you must report this immediately to your Head Teacher or Manager.

Non-Compliance

Failure to comply with this guidance may result in disciplinary action being taken.

Those who do not comply with the [smokefree law](#) may also be liable for a [fixed penalty fine](#) and possible criminal prosecution.

3.0 Further guidance

- Smoke free legislation

Are you Considering Quitting Smoking?

Benefits of Quitting Smoking

As well as reducing your risk from infections such as COVID-19, there are many other health benefits to quit smoking:

- 8 hours after your last cigarette, your oxygen levels return to normal
- 72 hours after your last cigarette, your breathing becomes easier
- 3 to 9 months after your last cigarette, lung function increases by up to 10%
- By quitting smoking you'll be saving money
- And the list goes on – for a fuller list of health-related benefits to quitting smoking visit the [NHS website](#).

Support with Quitting Smoking

There are a number of sources of information and guidance giving up smoking including the following:

EAP - To help support your wellbeing, BCC provides its employees with a free, confidential support service called the Employee Assistance Programme (EAP). The EAP offers a range of different 'tools' to help you improve, and maintain, your health and wellbeing.

Quit with Bella - You'll find [Quit with Bella](#) on the [IOS App Store](#) and on [Google Play](#) – and if you are a Birmingham City resident, it is completely FREE!

Quit with Bella is a mobile app which includes; Bella, your personal **stop smoking robo-coach**; Bella Community, a community of users supporting each other to be smoke-free; and free* NRT/E-cig provision with local pharmacy integration.

NHS Smokefree – The NHS have created a range of resources, including their Smokefree app which is free. You can also get [support from social media groups, daily emails and the National Smokefree Helpline](#).

You can also [find your local quit smoking service](#).