

Smoke-Free Policy

1. Purpose

This policy sets out the County Council's response to smoke-free legislation. In addition this policy contributes to one of the council's corporate objectives of improving health and wellbeing.

Lancashire County Council now encompasses Public Health, and one of the key Public Health priorities is to support people to stop smoking. The County Council is committed to reducing rates of smoking and promoting a smoke free lifestyle to all employees, contractors and visitors. Lancashire County Council's No Smoking Policy therefore supports this approach.

2. Scope

The policy applies to all employees of the council and other workers (including casual workers, agency workers and volunteers). The policy also applies to visitors to council owned or controlled premises, buildings and workplaces, people who use the council's services, elected members and contractors.

The safety of electronic cigarettes (e-cigarettes) has not been fully clinically tested¹ and therefore the World Health Organisation advises that their use should be prohibited anywhere that the use of conventional cigarettes is banned². In view of this, the policy applies to both tobacco cigarettes and e-cigarettes.

3. The Council's Smoke-free Policy

- Smoking is not permitted at any time when employees (or workers) are at work or elected members are attending council establishments on business or involved in civic functions on council owned or controlled premises.
- Smoking is not permitted when driving whilst on duty or travelling to and from meetings.
- Smoking is not permitted in any council owned or controlled premises, establishments and vehicles, and private or hired vehicles when used for transporting people who receive council services or employees (or workers).
- Smoking, by employees or others, is not permitted on land owned or controlled by the council e.g., car parks, playing fields and playgrounds. This applies whilst on duty and off duty (for example the policy applies to someone smoking in their car on a council owned or controlled car park at lunchtime).
- Smoking is not permitted near any windows or entrances to council buildings at any time.
- Smoking breaks are not permitted during working time.
- Visitors are reminded that the council is a smoke-free local authority and are requested not to smoke near any access point, doorway or window fronting onto public roads or land that the council does not own.
- This Smoke-free Policy will be brought to the attention of partnership organisations, businesses providing services and other stakeholders who may interact with the council's employees (or workers), services or people who receive council services, and their co-operation in implementing both the spirit

and letter of the policy is requested and accepted as part of the partnership, business or working arrangements.

- Any special arrangements in place with regard to private individuals living in council owned or controlled residential establishments must comply with both the legislation and guidance from the appropriate regulatory bodies. These arrangements must be updated in accordance with changes to the legislation or guidance. Managers with responsibility for employees or volunteers working with people who receive council services in residential properties, or who live in council provided facilities, should refer to the relevant [guidance](#).
- All council owned or controlled buildings and vehicles must display the appropriate smoke-free signage.
- Enforcement of the council's policy is by management action and disciplinary procedures.

4. Implementation

Managers should ensure that appropriate arrangements exist for implementing the policy within their own service areas and/or areas of responsibility.

Information

Quitting cigarettes, shisha and e-cigarettes completely and being addiction-free is the best way to protect health. With support from a local stop smoking service, tobacco and nicotine users are **four times more likely** to quit than going it alone. They can help with one to one support and access to licensed medicines that can be used to help to beat the cravings.

Information on smoking cessation is available on the [NHS choices](#) website and from district council's locally. For help to quit smoking, shisha and e-cigarettes call your local service:

- North Lancashire - 01524 845145,
- Central, East and West Lancashire - 0800 328 6297

Information on the mandatory [signage](#) that must be displayed at entrances to smoke-free premises and within vehicles and [frequently asked questions](#) about the Smoke-free Policy can be downloaded from the inserted links.

Breaches of the Policy

Managers need to take action if an employee or worker smokes in contravention of this policy. A record of any action taken should be recorded.

Breaches of the policy by employees may lead to disciplinary action.

Visitors smoking will be asked to leave buildings/grounds.

5. Monitoring of the Policy

The operation of the policy will be monitored and reviewed as required.

Review Period

This policy will be reviewed on a regular basis or in the event of any changes in legislation.

[1] Grana R, Benowitz N & Glantz S (2014) E-Cigarettes: A Scientific Review. *Circulation* **129**:1972-1986. doi: 10.1161/CIRCULATIONAHA.114.007667.

[2] World Health Organisation (2014) *Electronic nicotine delivery systems*. FCTC/COP/6/10 21 July 2014