



Smoke Free Premises Policy Engage MAT

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1. Introduction

Tobacco smoking is probably the largest single preventable cause of ill health, and as such is now regarded by the Health and Safety Executive as a significant health risk to employees.

Research now also shows that, in addition to the possible harm caused to people who smoke, there are also risks relating to passive smoking.

The use of Nicotine Vaporisers (NVs) also known as E-cigarettes, personal vaporizers (PVs), and electronic nicotine delivery systems (ENDS) is becoming more popular.

The Engage Trust policy on Smoke Free premises outlines our approach to ensuring the Engage Trust and its employees comply with the legal requirements as well as promoting healthy working environments more generally, including the use of NVs.

Employees should note that the law places requirements both on the smoker and on the employer. Where employees smoke in premises or vehicles that it is illegal to do so they are liable to receive a fixed penalty notice and fine or may even be prosecuted by the enforcement authority.

2. Scope

In the main, this policy relates to how our buildings are used and as such, it applies to all users of our buildings including employees, members and service users. There are also sections in the policy that apply to employees who visit service users in their homes.

3. Principles

- Smoking is not permitted in or on any part of Engage Trust premises or any part of any building controlled by Engage Trust except suitably located, designated external smoking points.
- Engage Trust employees are not permitted to smoke in service users homes even if those service users are themselves smokers. Where necessary, managers should seek service users co-operation to not smoke for 2 hours prior to a visit and whilst Engage Trust workers are in their homes.
- Smoking is not permitted at any time in Engage Trust owned vehicles or in any lease vehicle that is mainly used for work.
- Engage Trust employees who smoke and use Engage Trust lease cars that are mainly used for private purposes, or their own cars when travelling on Engage Trust business:
 - Must not smoke when carrying passengers (colleagues or service users)
 - Are strongly encouraged not to smoke when driving – this may impair proper control of the vehicle.

It is the responsibility of employees to ensure that the private versus work mileage test is applied and the relevant requirements complied with. You may personally receive a fixed penalty notice and fine for smoking in a prohibited vehicle.

- It is a legal requirement that a legible no smoking sign is displayed in buildings and vehicles that are required to be smoke free. However all no smoking areas must also be clearly

identified as such through information and signage both to the occupants of the building and visitors.

- Use of NVs is prohibited in Engage Trust buildings.
- Use of NV chargers is prohibited in Engage Trust buildings due to the fire risk presented by these devices.

4. Nicotine Vaporisers (NVs)

Whilst it is not illegal to use NVs indoors, in consideration for other employees and people using our buildings, it is Engage Trust policy that they are prohibited in our buildings/ grounds/sites/vehicles.

NVs are predominantly battery-operated devices that mimic tobacco smoking and are often used as an alternative to smoking. They produce a vapour, including a variety of flavours/aromas either with or without nicotine.

5. Smoking Breaks

Engage Trust employees who wish to smoke (including NVs) must do so in non-work time (i.e. before or after work or during their lunch break). Where employees feel they are unable to wait until their meal break or the end of the working day for a smoking break, they may, at the discretion of their manager, take unpaid breaks limited to one per morning and one per afternoon. Staff must sign out for smoking breaks and must take these breaks offsite. Smoking staff **MUST** ensure that they are not visible to students at any point. These breaks are subject to the exigencies of school provision and managers should oversee these arrangements to ensure they are not abused to the detriment of non-smoking staff. As smoking breaks are unpaid, all time taken for these breaks must be made up.

6. Stop Smoking Services

If employees want to give up smoking, the first place to start is to talk to your GP. They will not only give you advice but they could also enrol you in a 'stop smoking' clinic and prescribe nicotine patches/gum or stop smoking medication.

You could also improve your chances of successfully going smoke free with free advice and support from local stop smoking services.

www.norfolklivingwell.org.uk

Telephone 0344 800 8029

www.cignificant.co.uk

Telephone 0800 0854113