

# CS050 - Smoking Policy

<b>MONITORING FORM</b>	
Department	Corporate
Department Director	Chief Executive
This policy is applicable to	Company
Author	Admin Officer
Date approved by board	April 2016
Date of last review	April 2016
Version number	V1
Date of minor modification	N/A
Period of Review	2yrs
Date of next review	April 2018
Internal /external consultees (if required)	

Weslo has been a smoke free organisation since 1 April 1995. This policy reflects the implementation of the Smoking, Health and Social Care (Scotland) Act 2005, which placed an obligation on Weslo as an employer to protect all employees, service users, customers and visitors from exposure to second-hand smoke.

## **1. Policy**

It is the policy of Weslo Housing Management that all of our workplaces are smoke-free and all our employees have a right to work in a smoke-free environment. The policy will be reviewed in March 2018.

Smoking is prohibited throughout the workplace with no exceptions and includes company vehicles; this applies to all tobacco implements, E-cigarettes, personal vaporizers and electronic nicotine delivery systems.

The policy applies to all employees, consultants, contractors, customers and visitors and includes the prohibition

## **2. Responsibility**

This policy has been approved by the Executive Team and all staff are obliged to adhere to and facilitate the implementation of the policy.

All new staff joining Weslo will be advised at interview of this policy.

## **3. Implementation**

Staff who smoke must leave the workplace for a short time only outwith core time. Staff must ensure they are remote from the office at this time. There is no requirement to clock out. However, as with tea/coffee breaks the frequency and length of these breaks should be kept to a minimum.

Appropriate "No Smoking" signs will be displayed at the entrances to premises and in all company vehicles.

Weslo will provide support for members of staff who want it. For example, this may take the form of provision of counselling, patches, or attendance at stop-smoking classes. Other reasonable forms of assistance will also be considered (see below for sources of help and advice).

## **4. Non-compliance**

Disciplinary procedures may be followed if a member of staff does not comply with this policy.

Members of the public or visitors to the workplace will be advised of

the no smoking policy and asked for their cooperation. If they refuse they will be asked to leave the premises and the incident reported to the Operations Director.

Non-compliance with the legislation may lead to Weslo and individuals being liable to a fixed penalty fine and possible criminal prosecution.

## **5. Help and Advice:-**

A number of organisations offer support for those who want to quit:

- **ASH Scotland** - Action on Smoking and Health Scotland provides an extensive range of information leaflets, briefing papers and sample policies.

Visit the ASH Scotland website [www.ashscotland.org.uk](http://www.ashscotland.org.uk)

- **Smokeline – 0800 84 84 84** Smokeline is the free, national, confidential helpline for those who wish to stop smoking or to learn more about stopping smoking. Advice is available 7 days a week between 8am and 10pm.

Visit the Smokeline website [www.canstopsmoking.com](http://www.canstopsmoking.com)

### E-cigarettes in public places

There is some evidence that e-cigarettes can produce a “second-hand vapour” effect, but the extent of any health effect of this is not yet clear. Particulate matter (PM<sub>2.5</sub>) is produced by e-cigarette use. The levels reported are variable, with some studies reporting levels close to those produced by lit tobacco<sup>22</sup> while others report significantly lower levels<sup>23</sup>. One study reported that nonusers close to e-cigarette use may be exposed to nicotine from vapour, but not toxic tobacco combustion products similar to second-hand smoke<sup>23</sup>. Similarly, levels of volatile organic compounds have been reported to exist in e-cigarette vapour, though at lower concentrations than in tobacco smoke<sup>24</sup>. Overall, the levels of air pollution produced by e-cigarette vapour are reportedly much lower than those produced by tobacco smoke, and can be expected to have a similarly reduced health impact.

As e-cigarettes do not burn tobacco they do not come under Scotland’s smoke-free public places legislation. Individual public and private sector bodies in Scotland are responsible for creating and implementing their own policies on e-cigarette use. It may be appropriate for some indoor areas to have bans on e-cigarette use, or (for clarity of enforcement of existing public places legislation) to ban “cigalikes” which clearly resemble lit tobacco. However, the evidence does not currently suggest that a total ban on indoor use would provide significant health benefits”. E-cigarette use is less harmful than tobacco use, and users should be encouraged to view these devices as offering reduced risk. Banning e-cigarettes in all enclosed public places could risk conflating the two in the minds of smokers, potentially encouraging them to continue using tobacco rather than take up e-cigarettes.

### What regulations cover e-cigs?

From May 2016 a range of new regulations on e-cigarettes will come into force under the revised European Union Tobacco Products Directive. European lawmakers agreed on a ‘two-track’ system whereby e-cigarettes that claim to help smokers quit will be subject to regulation as medicines. Other e-cigarettes may remain on the market provided they meet certain requirements, including:

- a maximum nicotine concentration of 20 mg/ml and maximum volume of 10 ml for refill containers, and 2 ml for e-cigarettes with requirements for child and tamper-proofing