

Smoking Policy

Policy Number	SMOKE001
Target Audience	CCG Board CCG Staff
Approving Committee	CCG Executive
Date Approved	April 2015
Last Review Date	January 2015
Next Review Date	January 2017
Policy Author	CSU People's Services
Version Number	Draft v0.1

The CCG is committed to an environment that promotes equality, embraces diversity and respects human rights both within our workforce and in service delivery. This document should be implemented with due regard to this commitment.

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Version Control Sheet

Version	Date	Reviewed By	Comment
Draft v0.1	Jan 15	Staff Forum	Comments received for consideration by the Executive.
Draft v0.1	April 15	CCG Executive	Agreed the need to enforce corporate image regarding smoking near HQ building and agreed to providing staff with smoking cessation clinics. The issue regarding charging up of e-cigarettes to be considered by the H&S committee.
Final v1.0	April 15	H&S Committee	

Analysis of Effect completed:	By:	Date:
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1. Smoking Policy

- 1.1 The CCG recognises that people choose to smoke. However, with exercising these rights, come responsibilities for smokers to their own health, and to others who choose not to smoke. The CCG's concern is one of health, safety and welfare and it is obliged to ensure a safe working environment.
- 1.2 The CCG aims to improve the health of its customers, visitors, contractors and employees by providing a smoke free environment.
- 1.3 The CCG, through the implementation of this Policy will:
- Support smokers to help them cope with increased restrictions or help them stop smoking.
 - Inform employees, managers and contractors of their responsibilities in respect of the Policy.
 - To inform customers, relatives and visitors of the CCG's smoke free environment.
 - Empower employees to engage in constructive dialogue with members of the public in the provision of a smoke free environment whilst working within the community.
- 1.4 All employees have a duty to fully comply with this Policy.
- 1.5 The term employee refers to all directly employed by the CCG as well as work experience, students, contracted employees not directly in employment of the CCG, employees employed by other organisations who work on CCG premises and voluntary employee.
- 1.6 Employees who smoke and wish to stop will be encouraged to do so.
- 1.7 Employees will not be permitted to smoke in any area of the CCG premises. For the avoidance of doubt, this includes all CCG estate and surrounding grounds, including car park areas.
- 1.8 As ambassadors for the CCG, it is expected that employees off site, who are identifiable as representatives of the CCG (ie by their ID badge/uniform) will ensure they are not seen smoking by members of the public and will abide by smoking policies in other partner agency buildings when visiting external sites and representing the CCG.
- 1.9 In order to maintain a non-smoking image, all employees are encouraged not to smoke in their work clothes to avoid situations where a lingering smell of smoke on clothes is noticed by patients or colleagues.

- 1.10 Smoking will be carried out in staff's own time (ie lunch breaks). Employees leaving their area of work for unscheduled breaks for any reason will be deemed to be in breach of the CCG's Disciplinary Policy and be subject to disciplinary action, which may lead to dismissal.
- 1.11 All employees are encouraged to inform members of the public, clients, visitors and other CCG employees if they are seen smoking in or on any of the CCG's grounds or premises. Employees however should not place themselves in danger or risk of abuse. The member of the public or employee should complete a CCG incident form in these circumstances.
- 1.12 The CCG will look to provide smoking cessation sessions to staff if there is a requirement for this.

2. Electronic Cigarettes (e-cigarettes)

- 2.1 The CCG promotes health and wellbeing across Bolton CCG. Whilst evidence suggests that e-cigarettes are considerably less damaging to health than smoking tobacco, there is considerable debate about the benefits and harms of e-cigarettes. Many public health advocates are concerned that the availability and use of nicotine-containing products that resemble cigarettes could "re-normalise" smoking and encourage their use among children and act as a gateway to smoking.
- 2.2 Electronic cigarettes do not contain tobacco and therefore are exempted from the smoking ban via smoking law but the CCG has taken the view that it will treat them under the same policy, subject to review as and when there are changes to national regulation or licensing of these products.
- 2.3 Employees, visitors and contractors should treat the use of e-cigarettes in the same way as their usual tobacco products in relation to the Smoke Free Premises Policy. CCG employees should not smoke e-cigarettes indoors at work or whilst on duty.
- 2.4 The charging of e-cigarettes on CCG premises is forbidden.