



POSITIVE FUTURES

Achieving dreams. Transforming lives.

Name of Policy:	Smoke Free Policy		
Policy Lead:	Operations Director		
Next Review Date:	09.07.29		
Change Record			
Issue Date	Nature of Change	Ratified by	Date ratified
01.08.17	First issue	ED	
29.01.20	Updated to reflect integration of use of vaporisers and other nicotine containing products (NCPs); clarity provided on designated smoking areas; requirement to complete a second-hand smoking risk assessment added; details of health promotion campaigns included	Directors	09.12.19
23.06.23	Separation of policy and procedure	Directors	06.06.23
20.07.26	Legislation references updated; references to vape use clarified	OD	08.07.26

Smoke Free Policy

Aim

To:

- Promote a smoke and vapour free environment
- Promote health and wellbeing for everyone
- Ensure compliance with legal, regulatory and contractual requirements.

Policy Statement

Smoking and vaping are not permitted in any Positive Futures' premises¹ to provide a safe and healthy work environment for all staff and volunteers.

Smoking is defined as the “*act of lighting, smoking or carrying a lighted or smouldering cigar, cigarette or pipe of any kind.*”

Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e-cigars, including both nicotine and non-nicotine products.²

This policy and its associated procedure apply equally to smoking and vaping unless otherwise specified, and the same restrictions and controls apply to both.

We will:

- Promote the health and wellbeing of everyone
- Share health risks of smoking and vaping with people we support, staff and volunteers (and signpost support to stop smoking or vaping)
- Implement measures to manage and reduce the risks associated with smoking and vaping
- Comply with all smoke free legislation, specifically Public Health (Tobacco) Acts 2002-2015, Public Health (Tobacco Products and Nicotine Inhaling Products) Act 2023 (introduced to reduce smoking prevalence and the harmful effects of tobacco and nicotine products), guidance on [Stop Smoking \(2022\)](#), regulatory and contractual requirements
- Where people we support choose to smoke or vape in their home, minimise the risks of second-hand smoke and vapour for others.

¹Procedure outlines circumstances when smoking may be permitted outside in, where available, specifically designated smoking areas.

² For the purpose of this policy, banned Nicotine Containing Products (NCPs) do not include smoking cessation products e.g. patches, gum and sprays.

Who the Policy applies to

All staff	✓
Volunteers	✓
Trustees	✓
Contractors	✓

Related Documents

Procedures
• Smoke Free Procedure

Guidance
• Smoke Free Policy Easy Read Information

Management Briefings

Forms/Templates
• How to quit smoking • How to quit vaping

How has this Policy been informed by staff, volunteers and the people we support?

People we support	To be discussed at next Advisory Board
JCC / Staff	To be discussed at next JCC
Departmental / Operational Managers	✓
Directors	✓
Other (please list)	✓ External Health and Safety Consultant