



Workforce

**Smoking and Vaping Policy: guide
for employees**

This guide will help you understand how the Smoking and Vaping Policy is applied.

The following guide forms part of the standard for workforce policies. These policies apply to all eligible staff within NHS Scotland, regardless of the board they are employed by. The guide covers:

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What is the purpose of the Smoking and Vaping Policy?

The policy aims to provide a framework to:

- Improve employee health by offering support to those who smoke or vape and would like to stop.
- Support employees' legal rights to be protected from exposure to tobacco smoke and the harmful effects of second-hand smoke.

Who is covered by this policy?

This policy applies to everyone working within NHS Scotland. This includes all employees, plus bank, agency, and sessional workers, volunteers, contractors, and anyone on placement, such as students or trainees.

Employee responsibilities

As an employee, you have the following responsibilities:

- Comply with the policy regarding smoking.
- Seek assistance if you want help to stop smoking.

Commitment to a smoke and vape-mist-free environment

To protect the health of our staff, patients, and visitors, there are strict rules on smoking and vaping.

Legal no-smoking zone

By law, smoking is not permitted within 15 metres of any NHSScotland hospital building.

General rules

Smoking and vaping are not permitted:

- anywhere on NHSScotland premises or grounds, including car parks
- in any NHSScotland vehicle
- in any personal vehicle while on NHSScotland grounds, whether in uniform or not

You are also not permitted to smoke or vape while in uniform or when you can be identified as being on-duty.

Breaking these rules may be considered misconduct and will be managed under the [NHS Scotland Conduct Policy](#).

Designated smoking areas

NHS Scotland Boards do not provide designated smoking areas for employees. Most health service premises will not require designated smoking areas.

Employees who smoke are not entitled to longer or more frequent breaks than non-smoking employees.

Support to stop smoking

Should you wish to stop smoking, support is available via Quit Your Way, the stop smoking service. Your manager can support you through this journey.

Useful links

- [The Prohibition of Smoking Outside Hospital Buildings \(Scotland\) Regulations 2022](#)
- [Smoke-free Scotland - Guidance on smoking policies for the NHS, local authorities and care service providers](#)
- [How to quit vaping](#)
- [Quit Your Way Scotland](#)

Quit Your Way Scotland can also be contacted on 0800 84 84 84.