



Workforce

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

This guide will help managers to 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 NHSScotland. That includes all employees, plus bank, agency, and sessional workers, volunteers, contractors, and anyone on placement, such as students or trainees.

Manager responsibilities

As a manager, you are expected to:

- **Implement the policy** in your work area and ensure your team understands the rules.
- **Support any employee** who wants to stop smoking by directing them to the help available.

Commitment to a smoke and vape-mist-free environment

To protect everyone's health, there are strict rules on smoking and vaping.

Legal no-smoking zone

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

General rules

Smoking and vaping are not permitted:

- anywhere on NHS Scotland premises or grounds, including car parks
- in any NHS Scotland vehicle

- in any personal vehicle while on NHS Scotland grounds, whether in uniform or not

You must inform employees that breaking these rules may be considered misconduct and will be managed under the [NHS Scotland Conduct Policy](#). You should also clarify that employees are not permitted to smoke or vape while in uniform or when they can be identified as being on-duty.

Designated smoking areas

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

You should remind employees that they will not be granted longer or more frequent breaks than their non-smoking colleagues.

Support to stop smoking

If an employee tells you they want to stop smoking, your role is to be supportive. You should direct them to Quit Your Way, Scotland's free stop-smoking service, and support them on their journey to becoming smoke-free.

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.