



## Smoking and Vaping Standards

### Contents

TITLE	SECTION
Introduction	1
Smoking/ Vaping at Construction Sites	2
Smoking/ Vaping at Offices	3
Smoking/ Vaping at Manufacturing Sites	4
Set up of Smoking / Vaping Areas	5
Smoking in Company Vehicles	6
Monitoring	5
Further reading	6
Toolbox talk	7

### 1. Introduction

The purpose of these smoking and vaping standards is to ensure that all workers are not affected by passive smoking.

Smoking causes cancer, heart disease, stroke, diabetes and lung diseases, including emphysema, bronchitis and chronic airway obstruction.

Over 100,000 people in the UK are killed by smoking every year, accounting for one fifth of all UK deaths. Lung cancer kills more people than any other type of cancer and around 80% of these deaths are caused by smoking.

Smoking on site is also a major cause of fires within the construction industry.

Smoking isn't allowed in any enclosed workplace or shared vehicle by law and businesses and individuals can be fined if they breach these rules.

### 2. Smoking/ Vaping at Construction Sites

Smoking and vaping is only permitted in approved designated smoking/ vaping areas on site, which have been highlighted in the site fire plan. Smoking in plots, canteens, toilets, site offices, material containers, machines, on scaffold and whilst walking around site is strictly prohibited. Site management and contractor supervisors must ensure that this is enforced. The smoking/ vaping arrangements for site must be explained to all workers at their site specific induction. There must also be signs erected around site communicating the areas where smoking/ vaping is prohibited and the designated area allocated for this.

If an operative is seen smoking or vaping on site whilst not in a designated smoking/ vaping area they should be issued with an Operative Health and Safety Notice.

Refer to HSMS form [065](#) – Operative Health and Safety Notice

The location and number of designated smoking / vaping areas on site will depend upon the site layout and the number of operatives that need to use these areas. These areas must be decided at pre-start stage following a risk assessment process, recorded on the site fire plan and kept under review as the site develops. Designated smoking/ vaping areas must be away from buildings and other combustible materials. Smoking is a significant potential source of ignition,

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so any smoking areas and smoking materials must be at least 20 metres away from high-risk structures such as timber frame plots. Smoke must not be allowed to drift into any welfare facilities.

It is the responsibility of site management to ensure that smoking/ vaping areas remain clean and tidy.

### **3. Smoking/ Vaping at Offices**

Smoking is not permitted inside any office building (including Sales Offices) and a designated smoking/ vaping area must be demarked in an area outside, away from the office building and traffic routes. It must also be in such a place where smoke does not blow back into buildings through open windows.

Smoking/ vaping arrangements must be recorded on the office fire risk assessment and annually reviewed.

It is the responsibility of the Office Manager to ensure that smoking/ vaping areas remain clean and tidy.

### **4. Smoking/ Vaping at Manufacturing Sites**

Smoking is not permitted inside any factory building and a designated smoking/ vaping area must be demarked in an area outside, away from the factory buildings and traffic routes. It must also be in such a place where smoke does not blow back into the factory through open windows.

Smoking/ vaping arrangements must be recorded on the factory fire risk assessment and annually reviewed.

It is the responsibility of the Production Managers to ensure that smoking/ vaping areas remain clean and tidy.

### **5. Set up of Smoking/ Vaping areas**

If the smoking/ vaping area has a fixed structure with an overhead cover to keep workers dry in inclement weather it must be open at the sides to allow smoke to escape. The structure should also be made of a fire resistant material.

Each smoking/ vaping area must have a metal ashtray and a separate metal bin fitted with a metal lid. A fire extinguisher or sand bucket must also be easily accessible nearby in the event of a fire.

### **6. Smoking in Company Vehicles**

Smoking in company vehicles is strictly prohibited as per the Company Car Policy.

It is also an offence to smoke in any work vehicle that more than one person uses, including company vehicles used by more than one employee.

### **7. Monitoring**

All levels of management in all workplaces should monitor compliance with these standards.

The Group HS&E Department will also monitor compliance with these standards, via regular workplace HS&E inspections.

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## 8. Further reading

[HSE - Advice on smoking at work](#)

## 9. Toolbox Talk

Refer to HSMS [TBT](#) – Smoking / Vaping on Site

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