

NICE GUIDANCE PH48 TOOLKIT

DOCUMENT 5: TEMPLATE THIRD PARTY SMOKEFREE CONTRACT

[INSERT TRUST NAME] SMOKEFREE POLICY

Smoking is not permitted anywhere on site.

The Smokefree policy applies to everyone who works within, accesses, or visits the Trust including volunteers, carers, contractors and other persons who enter Trust owned or rented premises for any purpose.

Where contractors are seen to be breaching the Smokefree policy, Company Management will be informed.

COMPANY MANAGEMENT RESPONSIBILITIES

Company Management are expected to inform ALL workforce members who will be working on Trust premises:

- About the Smokefree policy, and that they must comply.
- Whether the Trust has a vaping policy/whether the Trust permits vaping on its premises.
- That advice / support for quitting smoking or remaining abstinent from smoking during working hours is available on the Trust website. [\[Insert website link\]](#)

The Company is expected to apply usual disciplinary procedures when informed by the Trust that a member of staff has breached the Smokefree policy.

COMPANY WORKFORCE RESPONSIBILITIES

All staff including Contractors:

- Are not allowed to smoke at any time in any location whilst on duty, or whilst overtly identifiable as working for the Trust through wearing uniform/ID badges, etc.
- The Company's usual policy on smoking in vehicles will apply.
- This includes in any vehicle parked or driven by a Company employee anywhere on Trust property.
- Have a duty to present a professional image and uphold the public's confidence in the NHS and the Trust.
- Must move well away from site entrances if smoking on unpaid breaks, be considerate and respectful to members of the public particularly residents, and always dispose of smoking litter responsibly.
- May be subject to fixed penalty notices issued by Local Authorities for littering which includes smoking related litter carrying a potential monetary fine of up to [\[Insert local fine value £....\]](#)



BREACHES OF POLICY

The Trust Smokefree policy is everyone's business. Anyone seen in breach of the policy should expect to be asked by any member of staff to extinguish their cigarette and move off site if lighting up again.

The Trust will inform the Company management when breaches occur and record these as untoward incidents.

The Company is expected to enforce usual disciplinary procedures.

Repeated non-compliance from contract staff may result in the current contract being terminated, and future contract placed in serious jeopardy.

SIGNATORIES

Signed on behalf of **[Trust Name]**

On **[Insert date]**

Signed on behalf of **[Trust Name]**

Name:

Designation:

Date:

Signature:

Signed on behalf of **[Company Name]**

Name:

Designation:

Date:

Signature:

