

Lincolnshire Police

Policy Document



Smoking at work policy PD 39

Policy document information

Reference number:	PD 39
Policy sponsor:	Paul Gibson, Chief Constable
Policy owner:	Sharon Clark, Director of Finance and Corporate Services
Reviewer:	Jane Betts, Health, Safety and Compliance Manager
Publication date:	Oct 2025
Review date:	Oct 2027

Version history

Version	Date	Reason for issue
4	1 July 2011	Biennial Review including force structure changes
4.1	15 Nov 2012	Change of wording from Police Authority to Police and Crime Commissioner and minor updates.
5	18 Dec 2013	Biennial Review including electronic cigarettes and the latest legislative changes.
5.1	18 Aug 2014	Clarification of electronic nicotine delivery systems.
6	11 Nov 2015	Biennial Review
7	15 Jan 2018	Biennial Review
8	1 April 2019	Change of policy to allow smoking/vaping within grounds of police owned premises, and use such facilities where provided in shared sites e.g. South Park
9	Oct 2023	Review date was 1 st April 2021. A public complaint highlighted need to review by Appropriate Authority (Public Complaints. We have also worked with aligning the Appearance Standard who have now changed the wording in their policy to reflect challenge of some stations
10	July 2025	Biennial Review

Code of Ethics

All staff involved in carrying out functions under this policy and associated procedures and appendices will do so in accordance with the principles of the Code of Ethics. The aim of the Code of Ethics is to support each member of the policing profession to deliver the highest professional standards in their service to the public.

Legislative compliance

This document has been drafted to comply with the principles of the Human Rights Act. Proportionality has been identified as the key to Human Rights compliance, this means striking a fair balance between the rights of the staff and those of the rest of the community. There must be a reasonable relationship between the aim to be achieved and the means used.

Equality and Diversity issues have also been considered to ensure compliance with the Equality Act 2010 and meet our legal obligation in relation to the equality duty. In addition, Data Protection, Freedom of Information and Health and Safety Issues have been considered. Adherence to this policy or procedure will therefore ensure compliance with all relevant legislation and internal policies.

Other legislation/law which this policy has been drafted to comply with:

- [Human Rights Act 1998 \(in particular A.14 – Prohibition of discrimination\)](#)
- [Equality Act 2010](#)
- [Crime and Disorder Act 1998](#)
- [H&S legislation](#)
- [Data Protection Act 2018](#)
- [Freedom Of Information Act 2000](#)

Security classification

Policy to be published on Intranet: Yes

Policy to be published on Force Website: Yes

Authorised Professional Practice (APP)

APP is developed and owned by the College of Policing (the professional body for policing) and can be accessed online. It is authorised by the College of Policing as the official and most up-to-date source of policing practice. The range of subjects covered by APP is growing all the time.

It has the same legal status as previous guidance; it is not the law and so, while Police Officers and Staff are expected to have regard to APP in discharging their responsibilities, the status of APP is advisory. There may be circumstances when it is legitimate to deviate from APP, providing there is a clear rationale for doing so.

This policy has been checked against APP and there is nothing specific in relation to the subject matter of this policy.

1. Policy aims (Purpose)

- 1.1 The Force is committed to ensure that all of Lincolnshire Police officers, police staff, visitors, subcontractors and customers are not unduly exposed to cigarette smoke, vapours and similar smoke whilst within the grounds, buildings and vehicles of Lincolnshire Police.
- 1.2 The aim of the policy is to improve the environment of the workplace, improve health and wellbeing in the workplace and to ensure staff are not exposed to passive smoking and associated illnesses, whilst maintaining the security of staff and positive public perception. To also offer support to staff who wish to cease smoking.
- 1.3 This policy applies to all Lincolnshire Police and Lincolnshire Police and Crime Commissioner staff including police officers, police staff and special constables. Also covered by this policy are all contractors, visitors to police premises, members of the public, visitors from other forces, work experience trainees, volunteers including custody visitors, and volunteer police cadets.

2. Policy statement (Key information)

2.1 Legal Basis

- 2.1.1 Lincolnshire Police is obliged under the Health and Safety at Work, etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Workplace (Health, Safety and Welfare) Regulations 1992 to provide and maintain a safe working environment for employees without risk to health.
- 2.1.2 The Force is also obliged to comply with the Health Act 2009 and the various smoke-free regulations that came into force on 1 July 2007.

2.2 Smoking on police premises

- 2.2.1 Smoking (including the use of electronic smoking devices) is strictly prohibited inside all premises owned or solely rented by the Force. This includes all buildings, sheds, entrances and exits, classrooms, sport and recreational facilities, custody suites, offices, corridors, toilets and waiting rooms.
- 2.2.2 Officers wishing to smoke or vape are to do so in the designated areas.
- 2.2.3 Notices will be displayed in key areas to inform all staff, visitors, and contractors that a smoking policy is in operation.
- 2.2.4 It is unacceptable for any member of staff to smoke or vape when actively engaged in operational duties or when interacting with any member of the public. Please refer to the Appearance Standards Policy.

2.3 Smoking in shared premises

- 2.3.1 Where the Force shares premises with other parties (e.g. South Park) then staff will follow the agreed smoking arrangements for those premises including, where provided, the use of smoking/vaping shelters.

2.4 Smoking in police vehicles

- 2.4.1 Smoking/vaping is not permitted in any vehicle owned, hired, or used by the Force.
- 2.4.2 Staff should not smoke in their own vehicles when carrying a passenger on police business.
- 2.4.3 Vapes should not be left inside any police vehicle. A hot car poses more of an immediate threat in terms of an explosion.

2.5 Working from home

- 2.5.1 Police Officers and police staff working from home are not required to refrain from smoking during the course of work that is carried out for the Force in their home, unless they invite others into an area of their home for work purposes.

2.6 Attending people's homes

- 2.6.1 Where Police Officers and Police Staff are visiting members of the public in their own homes, and that member of the public smokes in their presence, and it is a significant problem, then a polite request should be made to ask them to stop. If they refuse to cooperate then either terminate the interview or offer to conduct it back at a police station or other non-smoking environment, even outside. This option should only be exercised in extreme cases.

2.7 Smoking breaks

- 2.7.1 There will be no recognised "smoking breaks".

2.8 Support for members of staff who wish to give up smoking

- 2.8.1 It is hoped that this policy may encourage some members of staff to consider giving up the smoking habit.

- 2.8.2 More information can be gained about the local NHS smoking services by visiting their website www.nhs.uk.

2.9 Breaches of the policy

- 2.9.1 Non-compliance with the policy may result in disciplinary action which will be dealt with in accordance with the Force Disciplinary Policies for police officers and police staff.
- 2.9.2 Fines can be applied if smoke in smoke-free areas [Health and Safety – City of Lincoln Council](#)

2.10 Electronic Nicotine Delivery Systems (ENDS)

- 2.10.1 The Force treats the use of all electronic nicotine delivery systems (e-cigarettes, e-cigars, e-pipes, etc.) as cigarettes as they emit a vapour that could pose a health risk to others. Some models of ENDS look real and can give the false impression of smoking, it is therefore inappropriate to use them in a work environment except in accordance with this policy.

3. Other related documents and appendices

- 3.1. Related documents:
- Force Health and Safety Policy (PD27)
 - Custody Policy (PD107)
 - Managing Attendance Policy (PD6)
 - Appearance Standards Policy (PD133)

4. Monitoring and review

- 4.1 Managers and supervisors must monitor all absences from the office and ensure that policy is complied with.

- 4.2 The policy will be formally reviewed two years after implementation, or prior to that date in the case of legislative changes or any identified inefficiencies.

5. Who to contact about this policy

- 5.1 This policy is owned by Sharon Clarke, Director of Finance and Corporate Services
- 5.2 Any enquires about this policy should be directed to Jane Betts, Health, Safety and Compliance Manager.