



NO SMOKING POLICY

Introduction

- 1.1 Smoking is the largest cause of preventable death and ill health in Britain. It is known to cause many major illnesses, including cancer, heart disease, bronchitis and emphysema.
- 1.2 Exposure to second-hand tobacco smoke - breathing other people's tobacco smoke - has been medically proven to cause lung cancer, heart disease and other illnesses in non-smokers.
- 1.3 The Health and Safety at Work etc Act 1974 places a duty on employers to take reasonable measures to protect the health and safety of employees - and others affected by their business. This duty includes the requirement to provide a safe working environment for its employees.
- 1.4 To comply with this duty of care, employers must protect employees from second-hand tobacco smoke in the workplace.
- 1.5 The Council has had a No Smoking Policy since 1988(Minute No 741 (1988/89)), with the last revision taking effect from 16 November 2004.
- 1.6 The Council recognises and welcomes the Legislation on NO SMOKING in enclosed workplace/public places/work vehicles with effect from 1 July 2007.

Principles of the Policy

- 2.1 This No Smoking Policy aims to protect and improve the health of employees, Members, and people who visit Council premises by preventing workplace exposure to tobacco smoke.

- 2.2 Chesterfield Borough Council recognises and fully accepts the responsibilities placed upon it by the Health and Safety at Work etc Act 1974, and undertakes to provide a safe working environment for its employees. This Council also recognises and fully accepts the responsibilities placed upon it by the Legislation on No Smoking, 2007 and this Policy now complies with all legislation.
- 2.3 The Council recognises that smoking is an addiction and will provide appropriate support to employees wishing to stop smoking.
- 2.4 The Policy has been consulted on and agreed with trade unions and is amended only to bring it in line with the new legislation.

The Policy

- 3.1 The Council will implement this revised No Smoking Policy, in line with legislation, with effect from 1 July 2007. From this date, there will be a complete prohibition on smoking in all parts of Council premises and workplaces including.
- entrances, corridors and other common parts of any Council building
 - all Council-owned vehicles
 - all rest rooms
 - all Members' rooms
 - all Council-operated public buildings, including theatres, sports and recreational facilities.
 - Council operated community centres in shared, communal areas
- 3.2 No person including customers, visitors and all employees will be permitted to smoke in Council premises and Council vehicles. Any person wishing to smoke will only be able to do so in a designated area that is away from entrances to buildings.

3.3 Provision for the disposal of smoking refuse will be made as appropriate. The Council will continue to enforce its anti litter laws.

3.4 Employees who wish to smoke are only entitled to breaks if approved by their line manager and the breaks are taken in an employee's own time.

Assistance with Smoking Cessation

4.1 In an effort to help individuals adjust to this change, the following help is provided:

- ◆ Reasonable time off as agreed by the line manager to attend a free counselling/support group to help smokers to quit, organised by North Derbyshire Stop Smoking Service;
- ◆ Ongoing support from the Council's Occupational Health Service and Human Resources.

Signage

5.1 No smoking signs to comply with the legislation are to be as follows:

- equivalent to at least A5 size
- displays the international no smoking symbol in colour, minimum 70mm in diameter
- carries the words in characters that can be easily read: ***"No smoking. It is against the law to smoke in these premises"***

Premises, including indoor shopping centres, must display at least one A5 sized sign, with words, at each entrance

Council owned vehicles must display the round international no smoking symbol in red on the vehicle's dashboard.

Dedicated cigarette bins will be placed in designated areas outside buildings, including outside the entrances to indoor shopping centres.

Litter pouches are available on request for materials the safe and clean discard of waste

Implementation, Enforcement and Review of the Policy

- 6.1 The revised Policy will come into force for all Council premises and Council owned vehicles on 1 July 2007.
- 6.2 Each Head of Service is responsible for the promotion and maintenance of a smoke-free working environment, and adherence to the Policy by their employees.
- 6.3 Job advertisements, job descriptions and interviews will include reference to this Policy.
- 6.4 All new employees will be reminded of the No Smoking Policy on their Workplace Induction Course. A copy of the Policy will also be given to employees on the Corporate Induction Course and will be available on notice boards and electronically on public folders.
- 6.5 Failure to comply with the No Smoking Policy will result in disciplinary action against the individual, in accordance with the Council's procedure.
- 6.6 Any non-employees who breach the Smoking Policy will be asked to comply with the Policy/Legislation or leave the premises/vehicle.
- 6.7 This Policy will be reviewed periodically and if there is new or revised legislation on no smoking.