

APPENDIX A



**No
Smoking
Policy**



CONTENTS

1. Preface
2. Introduction
3. Policy statement
4. Timetable for a smoke free environment
5. Implementation and operation
6. Employees who smoke
7. Practicalities

PREFACE

The Government whitepaper, 'Choosing Health, Making Healthier Choices', proposes legislative action to ensure that all workplaces and enclosed public places (other than some licensed premises) will be smoke free.

The timetable for this intends that it will be achieved by the end of 2007.

It is the Council's objective to make no-smoking a requirement in and around Council premises. This policy sets the framework to ensure that comprehensive and consistent controls for a smoke free workplace exist.

INTRODUCTION

There is widespread recognition that smoking is damaging to the health of smokers and the effects of breathing in other people's tobacco smoke is an important health concern.

All employees are entitled to breathe air unpolluted by tobacco smoke and prohibitions on smoking are now common in many public and work places.

Visitors to Council Premises

This policy is directed to all those on Council premises and is not restricted to employees.

POLICY STATEMENT

This policy applies to all employees, Members and visitors and service users on Council premises.

The Council is committed to the wellbeing of its workforce and is committed to ensuring that non-smoking is the expected standard for employees on Council premises.

It is the Council's policy to introduce a total smoking ban on or in all Council premises including vehicles but excluding parts of care homes for clients, sheltered housing units, council premises leased by others, council dwellings, and certain social functions where local agreements apply and smoking is permitted.

In the lead up to the introduction of a smoking-ban the Council will widely publicise its proposed introduction, continue to publicise the availability of smoking cessation support and alert employees to the hazards associated with smoking.

The policy also applies to smoking areas currently designated and entrances/exits of Council premises. It is hoped that smokers will adopt a responsible attitude in this respect and not congregate near to entrances in order to smoke, as such areas are part of Council premises.

TIMETABLE FOR A SMOKE FREE ENVIRONMENT

Timetable for a Smoke Free Environment	
Transition stage	30 November 2005 until 31 March 2006
Policy to be implemented	1 January 2006
Withdrawal of smoke breaks	1 January 2006
Withdrawal of dedicated smoking areas	31 March 2006
Revision of smoking policy	Ongoing
Support for employees trying to stop smoking	Ongoing

IMPLEMENTATION AND OPERATION

Chief Officers, Heads of Service and Managers will be responsible for making their employees aware of this Policy and ensuring its implementation within the areas of their control.

A complaint against an unauthorized smoker should be taken up with the line manager or supervisor in the first instance.

Should the matter not be resolved satisfactorily or breach of the policy continues, (in the early stages of the ban counseling and smoking cessation sessions will be available and should be made available to the employee who should be dealt with sympathetically) normal disciplinary procedures should be introduced. Where further guidance is required the Employees Relations section of Human Resources should be contacted.

Where employees have taken up cessation support but have not stopped smoking in the workplace, referral to the Occupational Health/Welfare section should be made in order for an assessment of the situation and the provision of advice to the employee and management regarding the way forward.

If an employee refuses a reasonable offer of assistance and continues to refuse to comply with the policy she/he will be dealt with via the Council disciplinary procedure.

EMPLOYEES WHO SMOKE

Employees who smoke will be responsible for adapting to and abiding by the ban.

Management may identify a number of employees who either cannot or will not stop smoking in the workplace. It is important that such situations are approached sensitively because it is recognised that employees who smoke will experience difficulty in adjusting to the smoking ban.

Consequently the Council will continue to provide support for such smokers by:

- Publicising and providing during normal working hours, voluntary smoking cessation classes and counseling services, in the lead up to and during the period of introduction of the smoking ban, for employees who need support and wish to stop smoking.
- Make available on request general information, including sources of help, for employees who wish to reduce or stop smoking.

Advice and support for staff who wish to stop smoking will be provided by the PCT Stop Smoking Service. Staff can make direct contact with the service by phoning: **0208 532 6284**.

The service offers a range of support for people who are trying to give up smoking. This includes working with a trained adviser, either one-to-one or part of a group. Groups meet for one hour once a week for seven weeks. Individual support is offered on a weekly basis for five weeks. Everyone will be offered Nicotine replacement Therapy (NRT) and Zyban, available on prescription. Evidence shows this kind of support combined with NRT or Zyban can significantly increase your chance of quitting.

A specialist service is available for pregnant women and their partners.

PRACTICALITIES

Signposting of Smoking Restrictions

Building Duty Holders are responsible for displaying prominent No Smoking signs in key areas of each building on commencement of the ban.

Ashtrays

Building Duty Holders are responsible for ensuring ashtrays are removed from all workplaces under their control.

Potential Employees

Human Resources are responsible for ensuring that:

- Potential employees are made aware of the Council's no-smoking policy.
- Job adverts indicate that the Council operates a no-smoking policy on its premises.
- Contracts of Employment indicate that employees are not allowed to smoke on Council premises.