

Smoking Policy



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1. Introduction

- 1.1 The aim of the Council's Smoking Policy is to protect all employees, service users, customers and visitors from exposure to second-hand smoke in keeping with the Health & Safety at Work Act 1974 and the Health Act 2006.

2. Scope

- 2.1 This policy will apply to all Council employees, agency and casual workers and all visitors to Council premises.

3. Policy

Smoking in buildings

- 3.1 Smoking is prohibited in all Council buildings; including:
- Offices and workplaces, public counters and reception areas
 - Committee rooms, meeting rooms
 - Lifts, toilets, corridors, staircases and access points to Council buildings
 - Rest areas, eating areas and kitchens
- 3.2 Smoking is prohibited on Council premises at all times including social gatherings, working lunches, learning and development events and public meetings in Council buildings.
- 3.3 If employees need to smoke, this must be during their lunch-break and not during core working hours, away from all Council buildings (this includes access points to Council buildings).
- 3.4 There is no right to smoke in work time and the Council does not permit authorised smoking breaks to employees while they are at work.

Smoking in vehicles

- 3.5 Smoking is prohibited in all Council vehicles at all times.

E-cigarettes

- 3.6 The Council acknowledges that some smokers use electronic cigarettes (also known as e-cigarettes) as a means to manage their dependency on nicotine and to reduce or quit conventional smoking. E-cigarettes are not currently covered by the Health Act 2006, and any associated health risks are, as yet, unknown. However, some e-cigarettes closely resemble actual cigarettes, and may give the impression to service users, customers and colleagues that an employee is smoking. This is not in keeping with the professional image of the Council and the Council prohibits their use on Council premises and at all times whilst at work.

4. Implementation and Operation

Roles and responsibilities

4.2 Managers are responsible for:

- Providing support and encouragement to employees who wish to give up smoking.
- Ensuring that employees adhere to the smoking policy and take appropriate action when breaches occur.
- Explaining to employees that breaches of the smoking policy may lead to action being taken under the disciplinary procedure.
- Ensuring that employees, workers, contractors, visitors and service users are aware of the key aspects of the smoking policy and adhere to its constraints.

4.3 Employees are responsible for:

- Familiarising themselves with and complying **with the Council's policy on smoking**.
- Discuss with their line manager their support needs if they wish to give up smoking.
- Ensuring that contractors, visitors and service users are aware of the key aspects of the policy and adhere to its constraints.
- Co-operating with the Council to comply with the requirements of the Health and Safety at Work Act and the Health Act 2006.

Breaches of the Council's Smoking Policy

4.4 Breaches of the policy will be taken seriously and fully investigated. In most instances, breaches of this policy will be dealt with through the informal stage of **the Council's [Disciplinary Procedure](#)**. Where appropriate, employees will be encouraged to seek support for smoking cessation.

4.5 Employees who breach the policy may be subjected to further action under the **Council's Disciplinary Procedure**.

4.6 Managers should consult a Human Resources Employment Relations Adviser if they are considering taking action under the formal stage of the Disciplinary Procedure.

Support for smoking cessation

4.7 The Council encourages employees to seek assistance to give up smoking. The NHS offers a range of free services to help smokers. Employees can find further information at <http://www.nhs.uk/smokefree> or by calling the NHS Smoking Helpline on 0800 169 0 169.

4.8 **Employees should be encouraged to make use of the Council's free 24 hour [Employee Helpline Service](#)**. (tel: 0800 282 193) This is operated by a third-party organisation and is completely confidential

4.9 Any counselling support or treatment programmes for smoking cessation must be **done in the employee's own time**.