

# No Smoking Policy

Last updated: 5<sup>th</sup> February 2016

***Note:** Our policies and procedures are updated regularly. If you need to refer to or quote a document of this type in a report or meeting, please visit the intranet to view the latest version.*

## 1. Purpose of the No Smoking Policy

- 1.1 This Policy sets out the City Council's response to smoke-free legislation in the workplace and seeks to establish a healthy environment for all people (members, employees, service users and members of the public) either employed in or visiting City Council premises, including traveling in City Council vehicles.

## 2. Quick Review of the No Smoking Policy

- 2.1 The Policy is designed to:

- Set out who and what is covered by the Policy.
- Detail what the Policy requirements are.
- Set out the implications of not adhering to the Policy.
- Detail where further advice and guidance can be obtained.
- Confirm the City Councils **zero tolerance** to smoking.

### **3. Scope of the No Smoking Policy**

- 3.1 The Policy applies to **all employees** and agents of the City Council and other workers (including; casual workers, agency worker volunteers and elected members).
- 3.2 The Policy applies to all visitors to any Council owned or controlled premises, buildings and workplaces. It extends to people who use the Council's services, suppliers contractors.

### **4. The No Smoking Policy**

- 4.1 **Smoking is not permitted at any time** and in any Council establishment including owned or controlled premises.
- 4.2 Smoking for the purpose of this policy includes the use of electronic devices (i.e. electronic nicotine delivery systems (ENDS), Vaporiser pens etc).
- 4.3 Smoking is not permitted when driving whilst on duty or travelling to and from meetings in any City Council vehicle.
- 4.4 For clarity, smoking is not permitted in any City Council owned or controlled premises, establishments and vehicles, and private or hired vehicles when used for transporting people who receive City Council services, employees, agents and elected members.
- 4.5 Smoking, by employees or others, is discouraged on land owned or controlled by the Council (eg. car parks, playing fields and playgrounds)
- 4.6 Smoking is not permitted around the immediate exterior of any building owned or leased by the City Council at any time, including entrances, doorways or

windows.. Council buildings, whether owned or leased, in this context relates to any building occupied as a workplace by Council employees.

- 4.7 Staff should be encouraged to ensure that they are unable to be visibly identified as a City Council employee when smoking in public i.e. uniforms. Identity badges must be removed.
- 4.8 Smoking breaks are not permitted during working time.
- 4.9 The **flexi-time scheme** may not be used to take smoking breaks during working hours.
- 4.10 Special arrangements with regard to individuals living in Council owned or controlled residential establishments must comply with both the legislation and guidance from the appropriate Regulatory Bodies. These arrangements must be updated in accordance with changes to the legislation or guidance. Managers with responsibility for employees or volunteers working with people who receive Council services in residential properties, or who live in Council provided facilities should refer to the relevant guidance.
- 4.11 Enforcement of this Policy is by both management action and the **Disciplinary Procedure**.

## **5. Further Information and Advice**

- 5.1 Information on smoking cessation is available on the **NHS Choices website**.

## **6. Breaches of the Policy**

- 6.1 Managers must take action if an employee or worker smokes in contravention of this Policy.

- 6.2 Breaches of the Policy will lead to **Disciplinary** action being taken.
- 6.3 Visitors who smoke must be asked to leave buildings and / or grounds by Managers.