



## **SMOKEFREE ENVIRONMENT POLICY**

### **1. AIM**

The aim of this policy is to protect and improve the health of Torbay Council employees, elected members, service users and visitors to Torbay Council and remove dangers of passive smoking.

### **2. OBJECTIVES**

- To create a healthy environment for employees, Councillors and visitors
- To lead by example and promote a smokefree environment
- To motivate and support smokers who wish to quit
- To create a more professional appearance around the Councils properties

### **3. POLICY STATEMENT**

Torbay Council has a duty to protect the health and well being of its employees, elected members, service users and visitors from the health hazards of smoking and to lead by example and promote a smokefree environment.

This policy sets out the Council's intention to extend the smokefree environment and promote the specialist smoking cessation support available to employees, clients and visitors.

This policy has been developed in consultation with the employees. The policy will be implemented on 1<sup>st</sup> January 2007.

### **4. DEFINITION**

Smokefree means that smoking is not permitted anywhere within the curtilage of Council buildings, enclosed car parks (as per new legislation), in Council Vehicles, or Private vehicles when carrying other work colleagues whilst on Council business. There are no exceptions for employees, elected members or visitors on or to Council buildings.

Smokers should not congregate anywhere near entrances or where their smoke could seep into open windows of any Council buildings.

Community Schools and Voluntary Controlled schools are covered by this policy.

School Head Teachers and Governing Bodies of Foundation and Voluntary Aided Schools are recommended to adopt a similar policy for all school premises and grounds as soon as possible.

Council employees/Elected members will not be permitted to smoke whilst in the presence of others when on Council business. (Whilst at work or representing or attending a function on Council business)

## **5. RATIONALE**

Smoking and tobacco smoke pollution kills – allowing smoking on Council premises undermines efforts to tackle the dangers caused by smoking. The Council has a responsibility to its workforce, and to the public to act decisively and demonstrate leadership as an exemplar for public and private sector employers<sup>1</sup>.

The Council will not make separate provision for smokers to smoke. Employees or Elected members who wish to smoke may only do so in their own time, away from Council premises, entrances and vehicles. Where employees work from their own home, they may smoke in their own premises, unless being visited by another employee or service user.

### **Key Facts**

- Smoking is the largest single cause of death and disease<sup>2</sup>
- Smoking kills 120,000 people each year in the UK<sup>3</sup>
- Over 3,600 people die each year as a result of inhaling other people's cigarette smoke in the UK<sup>4</sup>
- Smoking is the South West's biggest single cause of preventable illness and early death killing 8,300 people a year<sup>5</sup>
- 70% of Smokers say they want to give up<sup>6</sup>
- Workplace policies help smokers quit and protect non-smokers<sup>7</sup>
- There is a greater risk of preoperative complications, delays in wound healing and increased rates of wound infection and postoperative pulmonary complications for smokers, resulting in delayed recovery, greater treatment costs and prolonged hospital stays<sup>9</sup>
- The Health Bill will require all enclosed public places to be smokefree from the summer 2007

## **6. IMPLEMENTATION**

**1<sup>st</sup> January 2007**

The Council becomes a smokefree environment; smoking will be banned in all Council buildings, their immediate environment and vehicles.

Employees:

- Support will be provided for employees required to visit the home of individuals who smoke. Individuals will be asked in writing not to smoke when employees are present and employees will not be expected to enter or care for people when people are smoking
- Employees/Elected Members will not be permitted to smoke near the perimeters of any Council building, or near open windows of any Council building.
- All employees who smoke can self refer to the stop smoking service on Tel: 01803 299160

Employees required to visit other premises as part of their duties, (both commercial and domestic), should advise the occupant of the Council's Smoke Free Policy when arranging a visit. Whilst the Council has the responsibility to protect its employees it cannot control the smoking policy or practice on these premises. Employees should request that the occupant arrange for a non-smoking area to be provided for the duration of the visit, where possible.

Where service users do not respect this request and a solution cannot be agreed, the employee should seek the advice of their line manager, who will intervene to identify a reasonable solution.

Where the service is provided regularly, an arrangement with the service user should be agreed for all planned future visits, wherever possible. If an employee identifies a pre-existing health problem, which is exacerbated by exposure to smoke, they should not be directed to work in premises where smoking is permitted.

## **7. SUPPORT**

NHS Stop Smoking Services offer evidence based advice and support for smokers wishing to stop. The local specialist service may be contacted on 01803 299160. In addition each GP practice has at least 1 trained adviser who can support smokers wishing to stop.

All smokers, be they employees, elected members or clients can be referred or self refer to these services to receive the best help to stop smoking.

Through a Health & Safety statement on all correspondence and new employees ID badges, employees and the general public will be made aware of the smoke free policy.

## **8. EXCEPTIONS**

No exceptions to the smokefree environment policy will be permitted.

## **9. TRAINING**

New employees, voluntary workers and elected members to Torbay Council will be briefed on the smokefree environment policy by their line managers to ensure that all new people are made aware of it.

All existing employees will receive the new information via an Info Express and the Councils Intranet site.

The local Stop Smoking Services will offer 'brief intervention' training at regular intervals. This will be available to all employees and elected members as well as volunteer employees. The services will also offer "Intermediate Adviser" training for nominated employees in order to support other employees and clients to quit. The service may be contacted on 01803 299160.

## **10. IMPLEMENTATION AND MONITORING**

To ensure that all employees and Members abide by this policy and understand why it is required, the Council will:

- Consult with employees regarding the implementation of this policy
- Formally issue the policy via an Info Express
- Provide regular written and verbal communication, including count-down signs for the three months leading to the date the Council becomes a smokefree environment
- Provide new signage to inform and advise all employees and visitors of the new policy
- Provide additional advice and information to managers on how to practically implement the policy
- Widely advertise the NHS Stop Smoking Services through pre-admission literature as well as no smoking signs and posters throughout Council offices.
- All job advertisements, job descriptions and contracts of employment will mention the Council's smokefree environment policy
- To be included in the Council's' new starter events and induction days.

- Communication of smokefree environment to all forms of media eg local newspaper, radio, local organisations
- A Health and Safety statement will be included on all new employees ID badges and on all correspondence, “respectfully requesting you do not smoke in the presence of our employees”

### **10.1. Responsibilities of Employees**

This policy is intended to benefit all employees including agency employees, elected members, clients and visitors. All employees have a responsibility for implementing and monitoring the policy and for reporting non compliance by employees, elected members and visitors. Where a word or two of guidance and advice will suffice it should be offered, but clearly this is an individual judgement and Line Managers should be informed when employees have concerns enabling appropriate investigatory and disciplinary action to be instigated where necessary. Signposting to advice and support will be available.

### **10.2. Responsibilities of Managers**

It is the responsibility of Line Managers to:

- Ensure that employees are aware of this policy
- Ensure stop smoking information is available to all employees
- Discuss any problems with employees in order to help find a solution
- Instigate investigatory and disciplinary action where appropriate

### **10.3. Contractors**

Information on a smoke free environment will be included in all tendering and contracting documents.

Contractors working on site are subject to these conditions where their work is carried out on the Council site – they must be notified of these conditions prior to employment and/or commencement of work.

## **11. BREACHES OF THE POLICY**

Breaches of the smokefree environment policy must be reported to the Line manager. Where employees are found to be in breach of the policy disciplinary action will be considered.. The disciplinary procedure will apply if employees are continually in breach of this policy which forms part of terms and conditions of employment.

## **12. REVIEW**

This policy will be reviewed within the first 12 months of implementation and thereafter bi-annually.