



District of **easington**.

APPENDIX 'B'

SMOKING POLICY

AIMS

District of Easington Council recognises the principle that whether people smoke or not in their private lives is a matter of personal choice. However, the Council believes it should work to protect everyone in workplaces and enclosed public spaces from smoke. In addition, the Council, has a role in generally promoting health in the local community and believes that its internal policies should reflect its broader health goals, to reduce the incidence of preventable disease.

The Authority has both a Common Law duty to warn employees of health hazards and under Section 2(2)(e) of the Health and Safety at Work etc Act 1974, also has a statutory duty to provide a working environment for employees that is:

ASafe, without risks to health and adequate as regards facilities and arrangements for their welfare at work@.

There is now incontrovertible evidence of serious health risks from second hand tobacco smoke.

The Authority, in recognising the sensitive nature of this issue, also understands that smoking can be a serious personal addiction and that difficulties faced by smokers must be taken into account.

In introducing a revised Smoking Policy at District of Easington Council, we are therefore looking to guarantee the right of non-smokers to breathe smoke-free air and to help smokers to reduce and cease smoking.

Revised – February 2006

DISTRICT OF EASINGTON SMOKING POLICY

1. **Policy Objectives**

While respecting the rights of employees, whether they are smokers or non smokers to:-

- (a) Provide a clean, healthy, safe and attractive environment for all Members and staff and our customers
- (b) Discourage smoking by requiring all employees not to smoke whilst on duty and provide support for those employees who wish to refrain from or limit their smoking;
- (c) Extending our smoke free areas to include outdoor areas within the grounds of the premises we operate;
- (d) and by such to enable the Authority to comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992, as they apply to smoking in relation to rest areas and to comply with any future statutory requirements which impose similar duties.

2. **Non Smoking Areas**

Smoking will not be permitted at any time in the following places:-

1. All work areas;
2. Reception areas, staircases, lifts, toilets, wash rooms, corridors and other circulation areas;
3. Meeting, conference, interview and committee rooms, the Council Chamber and similar areas;
4. The Elected Members lounge, the Chairman=s Room;
5. All other areas within those premises which are operated by the Council and extending to the grounds of these premises;
6. All vehicles provided by the Authority for use by employees

3. **Areas Where Smoking May Be Permitted**

There are no areas within our premises or their grounds where smoking is permitted.

4. **Employees**

Employees are not permitted to smoke whilst on duty. Employees can choose to smoke during meal breaks taken away from the premises we operate. Employees are not permitted to take additional smoking breaks during normal work time.

5. **Facilities for Rest and to Take Meals**

Where rest areas, canteens, other rooms or site cabins are provided to employees these facilities will be totally non-smoking.

6. **Marking of No Smoking Areas**

All Council premises and their grounds will be clearly and prominently marked with No Smoking signs of the type prescribed by the Health and Safety (Safety Signs and Signals) Regulations 1996.

7. **Support for Smokers**

Members and staff who wish to stop smoking or who are finding it difficult to cope with the rules imposed by the Policy, while continuing to smoke, will be provided with access to smoking cessation services or other suitable help. Arrangements for these facilities will be made by the Personnel Services Unit.

8. **Visitors and Contractors**

All contractors and visitors to District of Easington Council buildings and their grounds are expected to abide by the rules governed by the Smoking Policy. Employees should inform all visitors and contractors of this requirement, however they are not expected to enter into any confrontation which may put their personal safety at risk.

9. **Visiting Clients**

Employees must never smoke whilst on duty and when visiting clients in their own homes. Where clients are smoking during such visits, employees are authorised to politely ask them to refrain from smoking during the visit. If a client refuses to stop smoking, employees are empowered to politely terminate a visit and, in conjunction with their line manager, to make alternative arrangements to conduct the relevant business with clients.

10 Disciplinary Procedure

Failure to comply with the Policy as described in this document may lead to disciplinary action being taken in accordance with the Council's disciplinary procedure.

11. **Disputes and Undue Influence**

It is the intention of this Policy to remove and avoid the causes of any disputes which may arise concerning smoking on the Authority's premises, in their

grounds or in its vehicles. Should such disputes arise however, they must be referred to the Personnel Services Unit, who will endeavor to resolve them with the help of the relevant trade union or unions.

12. **Review**

This policy document shall be subject to review by the Personnel Services Unit in accordance with other local agreements and normal consultative practice.