



No Smoking at Work Policy

Policy Statement

It is the policy of (*name of organization here*) to provide a smoke free working environment to all employees, visitors and contractors.

Health Issues

(*Name of organization here*) accepts that smoking is injurious to health. This does not only apply to smokers, but to those members of staff, visitors and contractors who, through the course of their employment are exposed to passive smoking.

Legislation

Under the Health and Safety at Work Act 1974 – “It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees”.

(Section 2)

“It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health and safety...”

(Section 3)

“It shall be the duty of every employee while at work to take reasonable care for their own health and safety and of other persons who may be affected by his acts of omissions at work...”

(Section 7)

The Health & Safety Executive recognised in 1979 that the fact that smoking is a personal habit does not in itself exclude the matter from the scope of action of the 1974 Act.

Therefore as of the April 2007 all public areas and workplaces in England will become smoke-free.

The hazards of smoking to smokers are well known. Non-smokers are at risk from passive smoking. Passive smoking can cause lung cancer, irritation to the eyes and chest and can be a particular problem to sufferers from asthma, bronchitis, persons with heart problems and contact lens wearers. Smoking also has an impact upon lost working time through additional sick leave, greater fire risks, increased insurance, ventilation and cleaning costs. This policy is intended to establish a smoke free working environment for all employees, contractors and visitors.

The Definition of “Smoke” as Described by Legislation

“Smoke means tobacco smoke, any substance or mixture which includes it or any other substance or mixture; a person is to be taken as smoking if the person is holding or otherwise in possession or

control of lit tobacco, of any other substance or mixture which includes tobacco, or of any other lit substance or mixture which is in a form, or in a receptacle in which it can be smoked.”

Application of Policy

Step One

All smoke premises other than *(name of organization here)* Scotland who became subject to No Smoking legislation on March 26th 2006 will adopt from the 1st June 2006 a no-smoking policy which applies to all staff, visitors and contractors and covers the following:

1. No smoking at any time in any building owned or occupied by *(name of organization here)* where *(name of organization here)* employees are located and employed.
2. No smoking in any vehicle owned or leased by *(name of organization here)* whilst undertaking official duties if carrying passengers.
3. No smoking in any other vehicle being used for official duties where a mileage claim is eligible if carrying passengers.

Exemptions of Policy

The following exemptions to the policy application will apply:

1. Designated areas in external areas of *(name of organization here)*, i.e. erected bus shelter specifically supplied for employees that wish to smoke, or other designated open air smoking areas. These will be clearly marked as “Smoking Area.”
2. Designated areas in the car park in which employees that smoke may park their own personal car and if they wish to smoke may do so.

Step Two

No smoking at work or on work premises.

All *(name of organization here)* premises will adopt from the 1st January 2007 a no-smoking policy which applies to all staff, visitors and contractors and covers the following:

1. No smoking at any time in any building owned or occupied by *(name of organization here)* where *(name of organization here)* employees are located and employed.
2. No smoking at any time on any site or grounds that are owned by *(name of organization here)*
3. No smoking by any employee or contractor whilst in remunerative work for *(name of organization here)* and on *(name of organization here)* premises or grounds.
4. No smoking in any vehicle owned or leased by *(name of organization here)* whilst undertaking official duties if carrying passengers.
5. No smoking in any other vehicle being used for official duties where a mileage claim is eligible if carrying passengers.
6. No smoking in any vehicle that is parked on *(name of organization here)* premises.

Recruitment Procedures

1. A statement shall be included in recruitment advertising and literature that *(name of organization here)* operates a No Smoking policy.
2. A clause concerning the No Smoking Policy shall be included in job descriptions, the letter of appointment for every new member of staff and in their contract of employment. Induction must also cover this issue.
3. A copy of the Policy shall be given to all new staff on appointment.

Responsibilities

Chief Executive/Directors/Station Managers/Department Heads/ O & M Managers/ Charge Engineers and any other line managers are responsible for ensuring that their staff, visitors and contractors are aware of this policy and for enforcing this policy in their areas of responsibility.

All employees have a responsibility to observe the terms of the policy. Where an infringement of the policy is noticed, the attention of the individual concerned should be drawn to *(name of organization here)*'s No Smoking at Work policy.

An infringement that may constitute a breach of Health and Safety Regulations should be brought to the attention of the Line Manager, Station Manager or appropriate Manager.

During the interim period, i.e. June 2006 – December 2006 Line Managers should allow their staff who wish to smoke reasonable opportunity to do so, whilst ensuring that, as with other breaks, smoking breaks are kept to a reasonable length and do not interfere with the smooth running of the business.

Breaches of the Policy

If a member of staff does not comply with the terms of the policy, he/she may be subject to the company's disciplinary procedure.

Any line manager who fails to enforce the policy with regard to his/her staff will be subject to disciplinary actions in accordance with *(name of organization here)*'s policy.

If a visitor or contractor does not comply with the terms of this policy, then the appropriate manager responsible for the visitor or contractor whilst they are on *(name of organization here)* premises should be notified and, if necessary, the visitor or contractor asked to leave the premises if non-compliance.

Notification

The policy shall be displayed on notice boards in main entrances, foyers, reception areas and corridors.

Clear signs indicating "No Smoking" shall be in place at every entrance to buildings.

"Smoking Permitted" signs shall be prominently displayed, indicating the designated smoking areas.

Grievance Procedure

Any employee may use (*name of organization here*)'s Grievance Procedure to lodge complaints with regard to a breach of the no-smoking policy.

What help is available to stop smoking?

NHS Stop Smoking Centres are free and operate across the UK. They have specially trained staff who can advise you on the best way to stop smoking.

If you have struggled to give up smoking on your own, you can ask your general practitioner or other surgery staff for advice. Some surgeries run their own smoking-cessation groups, and they should have information about local support groups and practitioners.

Nicotine replacement therapy (NRT) products such as patches, gums, nasal sprays and inhalators are available from pharmacists, who can also advise on how to use them properly.

There are also a number of free national help lines in England, Scotland, Wales and Northern Ireland, funded by the NHS, where specialist counsellors can discuss the process of quitting smoking.

England and Wales - NHS Smoking Helpline, 0800 169 0169

Scotland - Smokeline, 0800 848484

Northern Ireland - Smokers' Quitline, 0800 858585

The Costs of Smoking

The costs of smoking are high and we're not just talking money. Consider some of the less obvious costs below and the price a smoker may have to pay.



Physical Costs

Wheezing, shortness of breath

Lack of energy, poor concentration

Dull skin, nicotine-stained fingers, premature wrinkling

Reduced fertility, risky pregnancy, baby at risk

Damaged taste buds, stained teeth

Lung cancer, emphysema, stroke, heart attack - the list goes on

Damaged circulation, gangrene, amputation

Social Costs

Polluting the air with carcinogens

Children at higher risk of asthma, cot-death, bronchitis and glue ear

Smoke gets in your eyes

Dusty, stuffy home. Nicotine stains your walls as well as your fingers.

Spoilt clothes and furniture

Increased risk of fire in the home

Financial Costs

At today's rates, a 20-a-day smoker will spend £31,025 over the next 20 years. Holidays you could have enjoyed; savings you could have built up; a home, car or important possessions you could have owned; toys and experiences you could have brought for your children.

Emotional Costs

Being a turn off to potential partners and the possibility of missing out on relationships

Feeling a slave to cigarettes

Ever present, nagging sense of guilt that you should give up

Disapproval and dislike, increasing pressure from a society that doesn't want to be subjected to smoke