

Draft Smoking Policy

**Personnel and Training Services
October 2004**



1. Introduction

- 1.1 Increased medical evidence supports the fact that smoking is a significant cause of ill-health, mainly to smokers themselves, but also those who are exposed to other people's smoke.
- 1.2 Apart from the risk of lung cancer and heart disease, smoke irritates the eyes and can exacerbate existing complaints such as asthma, heart disease and bronchial conditions.
- 1.3 Research in the South West has suggested 80% support for no-smoking policies. Salisbury District Council is part of the Healthier Wiltshire Project and would like to be one of their exemplar organisations.
- 1.4 Salisbury District Council is obliged, under the Health and Safety at Work Act, to provide and maintain a safe working environment for employees without risk to health and accordingly accepts that 'passive smoking' does present a health risk to non smokers. In addition to this Salisbury District Council wants to encourage and support smokers who wish to give up.
- 1.5 The Staff Survey carried out in August 2003 revealed that many employees had concerns about their physical work environment, which included the on-site smoking areas. The Council has, therefore, decided that with effect from (three months from introduction of policy):
 - smoking will be banned completely during working time. Employees who wish to smoke during working hours must take an unpaid break to do so. Flexitime may be used for this purpose. Employees not on flexitime should agree with their line manager how they will make up any time lost.
 - on site smoking areas will no longer be provided and smoking will be totally banned from all council premises (initially with the exception of some of the Facilities, see 3.3) including any surrounding Council owned grounds and vehicles.
- 1.6 Employees should also note that it is important for the Council to present a smart and efficient image to the public. They are, therefore, required to refrain from smoking close to Council property where they can be easily associated with the Council.
- 1.7 This policy has been drawn up following consultation with the Council's recognised trade unions.

2 Aims of the Policy

- 2.1 The overall aim of this policy is to create a healthier and more comfortable environment for all employees to work in and to protect non-smokers from any harmful effects of passive smoking.
- 2.2 The policy is concerned with the effect smoking has on everyone. It is about smoking, not about smokers and consequently will be applied with all possible sensitivity and understanding.
- 2.3 This policy will apply to all employees, councillors and visitors to Council premises.
- 2.4 This policy reflects a moderate approach to smoking at work. The Management Team intend, eventually, to introduce a complete ban on smoking during work time.

3 Policy

- 3.1 Smoking will not be permitted by any person whilst occupying Council premises, any surrounding Council owned grounds or vehicles controlled by the Council.
- 3.2 Visitors to Council premises, including contractors, will be required to co-operate with the smoking ban on Council premises and any surrounding Council owned grounds. Adequate notices will be displayed to inform them of this policy.
- 3.3 Smoking in the City Hall and Guildhall will, when open for public functions be subject to the rules of that particular Facility. The next step, however, will be to look at introducing a ban in these buildings. Salisbury District Council is conscious that by continuing to allow smoking in these buildings it is still subjecting employees to passive smoking and is committed to stopping this.
- 3.4 Persistent and wilful abuse of this policy by individual employees will lead to disciplinary action being taken.

4 Assistance to those who wish to stop Smoking

- 4.1 Salisbury District Council, in conjunction with the 'Freedom From Smoking Service' will offer assistance and support to employees who wish to stop smoking. Further information may be obtained from Personnel and Training Services.
- 4.2 Salisbury District Council wishes actively to support its employees to give up smoking and will invite the 'Freedom From Smoking Service' to work with individuals and groups of staff in order to help them to give up. The service can write prescriptions for anti-smoking aids and Salisbury District Council will allow employees up to 20 hours paid time off to attend anti-smoking sessions.