



TRAFFORD COUNCIL

SMOKING POLICY

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TRAFFORD COUNCIL – SMOKING POLICY

1. Introduction

- 1.1 Smoking is a major cause of illness and early death and the government is taking active measures to decrease smoking behaviour by reducing the number of public areas in which smoking is permitted.
- 1.2 Trafford Council is committed to eliminating smoking on Council premises, and to assisting staff, service users and visitors to achieve greater health through smoking cessation.
- 1.3 On July 1st 2007, the Government introduced a new law to make virtually all enclosed public places and workplaces in England smoke free. A smoke free country ensures a healthier environment, so everyone can socialise and work free from passive smoke inhalation.
- 1.4 For the purpose of this policy, the use of electronic or e-cigarettes will be treated in exactly the same way as traditional cigarettes. Smoking is the inhalation of the smoke from burning tobacco or any other substance found in cigarettes, pipes, e-cigarettes and cigars.
- 1.5 Trafford Council and partners have agreed a Position Statement on e-cigarettes, and it can be found on the Health and Wellbeing Board pages of the Trafford Partnership website.

2. Aim

- 2.1 The aim of this policy is to.
 - Ensure that all people can work in or visit the Council in a smoke free environment.
 - Support service users, visitors and employees who wish to stop smoking.
 - Encourage employees to become involved in health promotion initiatives.
 - Set a good example to the public and enhance the image of the council through the positive action.
 - Adhere to National no smoking in line with Smoke Free Regulations 2007.
 - Reduce the risks associated with passive smoking which government research has shown to be dangerous to health.
 - Reduce the negative effects of littering on the environment caused by discarded cigarette ends, which account for 50% of all litter worldwide.
 - Reduce the effects on the environment from discarded cigarette ends. A cigarette butt contains up to 4,000 chemicals including hydrogen, cyanide and arsenic.
 - Strive to become a good neighbour and reduce the effects of littering on local residents.

3. Scope

- 3.1 This policy applies to all persons on Trafford Council premises, including staff, Elected Members, volunteers, contractors, service users and visitors. The policy is applicable to all Council property and premises, including inside and outside of Council buildings, car parking areas (including personal vehicles on council grounds), plus associated sites and council vehicles.

4. Policy statement

- 4.1 The Council must set an example to other organisations, promote public health and create an environment that minimises the health risks to members of the public who access the service.
- 4.2 The Council recognises that it has a legal obligation under the Health and Safety at Work Act 1974 S2 to provide and maintain a working environment for all employees that is, so far as is reasonably practicable, safe and without risks to health.

5. Responsibilities

5.1 The Council

The Council has a responsibility to ensure that staff are not exposed to health risks from passive smoking at work. The Chief Executive of the Council has overall responsibility for all aspects of this policy, and delegates this responsibility to senior managers of the council as detailed below.

5.2 Managers

Managers will take reasonable steps to ensure that adequate arrangements are in place to enable the policy to be fully implemented. This will include ensuring that all staff, service users and visitors comply with the policy.

Managers have a duty to ensure this policy is enforced within their area of management responsibility. This includes making employees aware of this policy and appropriately dealing with employees who are in breach of this policy.

Managers have a responsibility to ensure breaches of this policy are dealt with appropriately in accordance with the Council's Disciplinary policy.

Managers have a responsibility to provide their employees with appropriate support (i.e. counselling or advice on smoking cessation support)

Educational literature and information will be provided at relevant opportunities e.g. health days, National No Smoking days. Managers will support employees in attending health and wellbeing events and will role model by attending themselves.

5.3 Employees

Have a duty to comply with the requirements of this policy by not smoking on Council premises, including the grounds of council premises. All employees will, in addition to adherence to this policy, be expected to adhere to the no smoking policies of any external premises at which they are working, based or visiting.

Smoking is not allowed in any vehicle owned, leased or rented by the Council. In addition, staff who use their private vehicles to carry patients or equipment are not allowed to smoke or to allow passengers to smoke whilst on council business.

Employees are not allowed to smoke whilst in their own vehicle on Council premises.

Employees must not smoke during work time. This means that employees who wish to smoke must do so only in their own time i.e. before they start work, after they finish work, or during a designated lunch break. Where employees are on the flexi-system, smoking can only be permitted once logged off for lunch etc. i.e. employees should not log in and out of the system between the hours of 10:00 – 12:00 and 14:00 – 15:00. This applies in the same way when employees are working at off-site locations and at home.

Employees are expected to have consideration for local neighbours. This includes avoiding smoking directly outside a neighbouring house, discarding cigarettes in neighbouring gardens and littering the neighbouring community. When smoking in public areas, employees should ensure that they act appropriately at all times and that they do not cause a nuisance to passers-by through excessive smoke and the crowding of pavements. Staff must sensibly dispose of cigarette butts and if they are not disposed of correctly, then employees are at risk of being fined for littering. Where management is aware that an employee has received a fine for littering on or around Council grounds, then disciplinary action may be taken.

6. **Eliminating smoking at Trafford Council**

6.1 All staff (whether uniformed or not and including contracted, agency and other external staff), Elected Members and visitors are not permitted to smoke on any part of the council site, including buildings, entrances/exits, cars, car parks, walkways and residences. Smoking by any member of staff whilst on the Council site, and/or during working hours (without agreement from line management) will be treated as misconduct and may lead to formal action in line with the Council's Disciplinary Policy.

6.2 New starters are made aware of the policy via the Council's Induction programme.

- 6.3 The Council displays and maintains signs clearly indicating the Council's No Smoking policy, stating "This is a no smoking site". Signs are arranged to cover all areas of the site, particularly entry points.
- 6.4 All members of staff and Elected Members are expected to reinforce the Council's No Smoking Policy in circumstances in which they are comfortable to do so. This includes asking service users and visitors to cease smoking on Council premises. Senior staff should support in enforcing the policy.
- 6.5 No facilities are provided on site for smoking including smoking rooms.
- 6.6 For contracted services, the contract or service agreement between the Council and the service provider will specifically require that contracted staff adhere to the Council's No Smoking policy in every respect.

7. Support with stopping smoking

- 7.1 The Council has responsibilities in relation to staff, service users and visitors and as a matter of principle provides support to staff, service users and visitors who wish to stop smoking.
- 7.2 The Council supports employees and elected members wishing to give up smoking through General Practice or local Pharmacies and through the Council's Employee Assistance service 'Workplace Wellness (0800 1116 387). The importance of smoking cessation will be highlighted at employee health and well-being events and through other health promotion activities.
- 7.3 The NHS provides web-based support at <https://quitnow.smokefree.nhs.uk> and the National Smokefree Helpline (0300 123 1044) gives access to expert advisors.
- 7.4 Face-to-face help and support including nicotine replacement therapy (NRT) is available from most of the pharmacies in Trafford. Most GPs and practice nurses can also support quit attempts including prescribing drugs to reduce the craving.
- 7.5 The Council internet and intranet websites contain links to sources of help and information regarding smoking cessation.

8. Service users and visitors

- 8.1 The Council provides posters, leaflets, and other forms of information, advising on the dangers of smoking during specific campaigns and signposting directing smokers to sources of help.
- 8.2 All Council staff should try to assist any visitor who asks for help in smoking cessation either by providing information and advice directly, or directing the individual to an appropriate source of information or assistance.

9. Monitoring

9.1 The Tobacco Steering Group will monitor the implementation of this policy.

10. Review

This policy will be periodically reviewed in order that it remains appropriate to the Council's operation, is best practice and meets legal requirements.