

INSTRUCTION 19

SMOKING AT WORK

References:

- A. Health & Safety at Work etc Act 1974 (as amended)
- B. The Management of the Health and Safety at Work Regulations (as amended)
- C. The Workplace (Health, Safety and Welfare) Regulations (as amended)
- D. Health Act 2006
- E. Occupational Health, Instruction 27 to this policy

Introduction

19.1 This policy has been developed to protect all employees, members, customers and visitors from the exposure to passive smoking, in compliance with current legislation and to provide them with a pleasant and healthy environment.

19.2 Exposure to passive smoking increases the risk of lung cancer, heart disease and other serious illnesses.

19.3 This policy also promotes the health and welfare of its employees by giving encouragement and support to employees who wish to give up smoking.

Policy

19.4 This policy applies to all employees, members (referred to as employees), consultants, contractors, customers, and visitors (referred to as non-employees).

19.5 All employees have a right to work in a smoke free environment. Smoking (including vaping and the use of e-cigarettes) is prohibited in all enclosed premises in the workplace and vehicles.

Premises

19.6 Smoking (including vaping and the use of e-cigarettes) is not currently permitted within some site boundaries of the Council's premises, unless a designated smoking area has been provided.

19.7 Upon occupation of West Suffolk House smoking is not permitted within its site boundary.

Transport

19.8 Smoking (including vaping and the use of e-cigarettes) is not permitted in any work vehicle, either by employees or by any non-employee.

19.9 Where an employee is using his/her car on Council business to transport either employees or non-employees, smoking (including the use of e-cigarettes) is not permitted for the duration of the journey.

Home Visits

19.10 Employees are prohibited from smoking (including vaping and the use of e-cigarettes) in the home of anyone they are required to visit in the course of their employment.

19.11 Employees must not be exposed to passive smoking whilst making a home visit and where necessary, employees will refuse to enter properties that pose such a risk.

Breaks

19.12 No additional breaks are permitted for employees. Employees wishing to smoke (including vaping and the use of e-cigarettes) may only do so in their own time.

Responsibilities

19.13 Line Managers are responsible for ensuring compliance with this policy within their service area.

19.14 Failure to comply with this policy may result in disciplinary action.

Help to stop smoking

19.15 The NHS offers a range of free services to help smokers give up. Visit gosmokefree.co.uk or call the NHS Smoking Helpline on 0800 022 4 332 for detail. Additionally you can get advice from the Occupational Health Adviser (see reference E).