

Smokefree Policy



*This Policy was adopted by **Daventry District Council** at its **Senior Management Team** meeting on **04 November 2013***

SMOKEFREE POLICY

1.0 PURPOSE

- 1.1 This policy has been developed to protect all employees, service users, customers and visitors from exposure to secondhand smoke and to assist compliance with the Health Act 2006 and the Health & Safety at Work etc. Act 1974.
- 1.2 Exposure to secondhand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

2.0 POLICY

- 2.1 It is the policy of Daventry District Council (the Council) that all our workplaces are smokefree, and all employees have a right to work in a smokefree environment. The policy shall come into effect on 04 November 2013. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace NB. For the Council's Lodge Road premises, that includes the external areas demarcated by yellow lines. The prohibition includes company vehicles. This policy applies to any person(s) who access Council premises/vehicles, including employees, elected members, visitors, consultants and contractors.
- 2.2 Employees who wish to smoke shall not do so in DDC's worktime.
- 2.3 Due to the potential confusion and reporting which may arise, the same prohibitions and restrictions that apply to the use of cigarettes in the workplace will also apply to the use of e-cigarettes. Whilst the Council is supportive of employees wishing to give up smoking, there is currently not enough evidence to conclude whether e-cigarettes are safe, effective or produced to any standard of quality.
- 2.4 Council employees may well be required to visit homes that are not covered by smokefree law to carry out their duties.
- 2.5 If smoking is taking place in the home, the employee is entitled to ask the person(s) to stop smoking. If they refuse to do so, they may alter or defer the provision of the service. The employee shall then notify their Line Manager without delay in order to establish a way forward.

3.0 IMPLEMENTATION

- 3.1 Overall responsibility for policy implementation, compliance and review rests with Management. However, all Council employees are obliged to adhere to,

and support the implementation of the policy. Senior Managers shall ensure that all employees, elected members, visitors, consultants and contractors are informed of the policy and their role in the implementation and monitoring of the policy. They will also ensure that all new personnel are given access to a copy of the policy on recruitment/induction.

- 3.2 Appropriate 'no-smoking' signs shall be clearly displayed at the entrances to and within the premises, and in all smokefree vehicles.

4.0 NON-COMPLIANCE

- 4.1 Daventry District Council disciplinary procedures will be followed if an employee does not comply with this policy.
- 4.2 Those who do not comply with the smokefree law may also be liable to a fixed penalty fine and possible criminal prosecution.

5.0 HELP TO STOP SMOKING

- 5.1 The National Health Service (NHS) offers a range of free services to help smokers give up. Visit smokefree.nhs.uk or call the NHS Smokefree Helpline on **0800 022 4 332** for further information (Mon to Fri 9am to 8pm, Sat and Sun 11am to 4pm).
- 5.2 The Council will support employees who wish to give up smoking.

6.0 Review

- 6.1 This policy shall be review every 3 years.