



NO SMOKING POLICY

OBJECTIVE

- 1.1 The City Council recognises and accepts the responsibilities placed upon it by the Health & Safety at Work Act 1974 and will provide a safe working environment for its employees
- 1.2 This No Smoking Policy aims to protect and improve the health of employees, elected members and people who visit Council premises by preventing workplace exposure to tobacco smoke
- 1.3 This 2005 review of the 1995 smoking policy takes into account two important aspects of council policy areas – the Health & Safety policy agenda in respect of passive smoking and the Promoting Health at Work agenda
- 1.4 This review aims to provide and promote a safe, healthy workplace and healthy lifestyle
- 1.5 The review aims to remove any inconsistencies or ambiguities in the 1995 smoking policy and provide clarity for employees

BACKGROUND TO THE POLICY

- 2.1 The City Council's 1995 No Smoking Policy was derived and based upon the knowledge of the medical effects of active and passive smoking, forthcoming legal requirements and potential financial implications. This 2005 revision of policy builds upon this premise.
- 2.2 A six month consultation period prior to the implementation of the 1995 policy gave the opportunity for City Council employees to consider and comment on all aspects of the policy.
- 2.3 The No Smoking policy does not seek to require people to become non-smokers, but does require employees not to smoke at work.

PRINCIPLES OF THE POLICY

- 3.1 By the elimination or control of smoking at work, Coventry City Council aims to fulfil its duties as an employer and service provider and offer a healthy and comfortable environment for all persons employed in or visiting City Council premises.
- 3.2 The thrust of the Policy is to seek to eliminate smoking at work, not to stop people smoking altogether. However, where people show a genuine wish to stop smoking, encouragement and assistance will be given. Facilities will be provided to help people stop smoking including up to seven hours paid leave to attend a smoking cessation course run by the Coventry NHS Primary Care Trust and ongoing smoking cessation advice through the Council's Occupational Health Service.
- 3.3 Coventry City Council recognises its duty of care for employees and will promote their health and well-being.
- 3.4 This Policy has been the subject of trade union consultation

THE POLICY

- 4.1 No council employee may smoke whilst 'at work'. This means that smoking is banned while employees are carrying out their duties and responsibilities as an employee of the Council.
- 4.2 In addition, smoking will be prohibited in all areas including:
 - all Council-operated public buildings
 - all Council lobby areas
 - all Council-owned vehicles
- 4.3 Smoking will not be permitted by customers, visitors, contractors or agency workers in council premises. Non-employees who smoke on Council premises will be asked to stop smoking or leave the premises.
- 4.4 From 1st July 2006, no council employee may smoke during working hours. This means that smoke breaks during working hours will not be allowed. Council employees who wish to smoke may do so only in their own time.
- 4.5 From 1st July 2006, smokers are required not to smoke in Council building doorways or access areas before or after working hours or during lunch breaks.
- 4.6 All new employees will be reminded of the No Smoking Policy in their application pack.

THIRD PARTY PREMISES

- 5.1 Some Council employees are required to visit other premises, both commercial and domestic, as part of their duties. The Council cannot control smoking on these premises but still has a duty to its own employees. Where employees are exposed to passive smoking in these circumstances, they should seek advice from their line manager. Managers must arrange for a risk assessment to be carried out and all reasonable steps taken to protect employees from exposure to workplace tobacco smoke. Employees are not expected to smoke while on Council business visiting other premises as part of their duties where smoking is permitted.

POLICY MONITORING

- 6.1 In the unlikely event of an employee not complying with this policy, the employee's line manager will attempt to resolve the situation informally in the first instance (unless such smoking presents a health and safety hazard e.g. when working with chemicals, when it may, as at present be viewed as gross misconduct).
- 6.2 Where an employee continues to ignore the policy, such conduct may be pursued under the Council's disciplinary processes.

If further guidance is required on any aspect of the Policy, please contact the HR Corporate Support Team on extension 3241.

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