

## ARRANGEMENTS FOR SMOKING

Smokers should be encouraged to seek help to attempt to give up smoking. The following arrangements will apply to employees who wish to continue to smoke;

- There will be no designated smoking breaks.
- Employees will only be entitled to smoke outwith their contractual hours.
- In all circumstances the requirement for a ban on smoking in all wholly or substantially enclosed Council premises will apply, this includes all access doorways and approaches to Council buildings.

## IMPLEMENTATION

**The policy will be effective from 1st January 2006.**

Directors will be responsible for implementation of the policy within their Services and for monitoring its effectiveness, in consultation with the recognised trade unions.

Signage will be provided at the entrances and throughout all Council owned and leased premises including vehicles where appropriate indicating that smoking is not permitted.

All staff have a responsibility to bring the policy to the attention of anyone who is smoking on Council premises.

Staff should report a breach of the policy by a non-employee to their line manager. The line manager will then request that the person leaves the premises if they wish to continue to smoke.

## DISCIPLINE AND GRIEVANCE

If a manager is aware of an employee ignoring the policy this should be discussed with the employee and smoking cessation offered.

If an employee then continues to ignore the policy, such conduct will be pursued under the Council's disciplinary procedures. The Council's grievance procedure is available for staff to pursue individual complaints.

## GUIDANCE

Guidance will be produced to assist with the implementation of this policy throughout the diverse range of Council work activities, workplaces, other premises and vehicles etc. In addition it will reflect guidance to be produced by the Scottish Executive on compliance with the legal requirements of legislation which will ban smoking in wholly or substantially enclosed public places and workplaces from 26th March 2006.

## MANAGING SMOKING AT WORK

**ANY PERSON WISHING TO TAKE UP THE OFFER OF CESSATION SUPPORT PLEASE CONTACT:**

Health & Safety Team  
Dochfour Drive  
Inverness  
Telephone: 01463 703096



To request this information in an alternative format, e.g. large print, Braille, computer disc, audio tape, or suitable language, please contact:

**Health & Safety Team**  
**01463 703095**  
**Email: [health&safety@highland.gov.uk](mailto:health&safety@highland.gov.uk)**

# MANAGING SMOKING AT WORK



**RIAN AIR SMOCADH**

## INTRODUCTION

The Council as the largest employer in the Highlands and because of its concern for public health and its position of influence, will take a lead role on regulating smoking in the workplace.

The Council recognises the practical benefits of such a role including:

- An improved working environment.
- A healthier workforce.
- Reduced absence through smoking related illnesses.
- Positive public image.
- A demonstrable concern for the health, safety and welfare of members of staff and visitors to the Council.
- Reduced costs to the Council.

The policy will assist in achieving the aims and, objectives of the Council's Health & Safety policy, namely:

- The provision and maintenance of a working environment for employees that is, so far as is reasonable and practical, safe, without risk to health and adequate as regards facilities and arrangements for their welfare at work.
- Ensuring so far as is reasonably practical that working conditions at all workplace locations are free from avoidable risks to health of employees.

The policy reflects the duties of the Council to its employees' health, safety and welfare under the Health & Safety at Work etc. Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992.

## POLICY AIMS/OBJECTIVES

- To ensure, so far as is reasonably practical, that a smoke free working environment exists for all employees.
- To emphasise the positive health benefit to be gained by stopping smoking and to encourage and assist staff and elected members to stop smoking if they wish to do so.

## SCOPE

**A complete ban on smoking in all wholly or substantially enclosed Council premises will be applied.**

This policy will apply to all employees, councillors, visitors, contractors and members of the public using Council premises.

For the purposes of this policy, "Council Premises" means any premises or parts of premises under the management control of the Highland Council.

"Wholly or substantially enclosed" means that a public place or workplace is 'wholly or substantially enclosed' if it has a ceiling or roof and, except for doors, windows and passageways is wholly enclosed, whether

permanently or temporarily; or if it has an opening which is less than half of the area of its walls.

**In addition, Council employees will not be permitted to smoke;**

- In Council owned vehicles.
- In privately owned vehicles whilst carrying passengers on Council business.
- In certain external areas associated with enclosed Council premises including access doorways. This restriction is intended to prevent smoking in close proximity to entrance doorways and approaches to Council buildings.

**The only exceptions to this policy will be designated smoking areas in the Council's residential homes.** These are considered to be dwelling places and as such the residents and their visitors will be allowed to smoke in the designated areas.

This policy will apply equally to all future premises and will be taken into account at the design stage of any new build, refurbishment or relocation project.

Employees are sometimes required to work in designated smoking areas or are required to visit other places where people smoke (i.e. client's homes). In these circumstances work methods will be adopted which minimise individual exposure to tobacco smoke. These employees will have annual risk assessments to monitor the situation and

health checks from the Council's Occupational Health Service provider will be available.

## COUNSELLING AND ASSISTANCE

As the Council takes a positive attitude regarding health, safety and welfare at work, any Council member or employee who smokes, and wishes to use the policy as an opportunity to give up smoking will receive appropriate encouragement and support.

A range of measures will be available including:

- Stop smoking self-help groups.
- Healthy lifestyle advice.
- Publicity materials, information and signage.
- Other recognised means such as nicotine replacement therapy and/or counselling etc.

The Council has agreed to offer financial support to employees who wish to give up smoking as a result of the introduction of this policy. An employee will therefore be able to claim 50% of the cost of cessation support subject to a maximum payment of £50 per individual. Any person wishing to take up the offer of financial support should contact the Health & Safety Team, Dochfour Drive, Inverness. Tel 01463 703096 to obtain an application form and details of local cessation support service providers.

Where possible assistance provided will be accommodated within normal working hours, without loss of pay, though it may involve commitment outwith normal hours, for which there will be no payment.