

## Arrangements for Smoking Ullachaidhean airson Smocadh

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.
- Staff 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.
- The ban on smoking includes a ban on the use of e-cigarettes.

Want help to  
stop smoking?

Smokeline  
0800 848484

## Implementation Toirt gu Buil

You're always  
better off  
if you quit smoking,  
it's never too late.

Loni Anderson

The policy was effective from 1st January 2006.  
The revised policy is effective from 1st January 2014.

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 entrances and throughout all Council owned and leased premises and vehicles 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 & Grievance Smachd & Cùis-ghearain

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.

### Smoking shelters

Where smoking shelters are provided, they must not be "wholly or substantially enclosed" and must be situated a way from doors and windows. A premises is considered as substantially enclosed if it has a roof and is more than 50% walled. Smoking is not allowed in premises which fall into this category. Planning permission may be required to install shelters.

### Alternative Formats

To request this information in an alternative format, e.g. large print, Braille, audio cd, or suitable language, please contact:  
Health Safety & Wellbeing Team  
Dochfour Drive, Inverness IV3 5EB

Email: [healthsafetyandwellbeing@highland.gov.uk](mailto:healthsafetyandwellbeing@highland.gov.uk)

Telephone: 01463 703095



# Managing smoking at work

...a guide to our policy



A' cumail rian air  
smocadh  
aig an obair

...iùl mun phoileasaidh againn

The benefits of managing smoking at work include:

- an improved working environment;
- healthier staff;
- less absence through smoking related illnesses;
- positive public image;
- showing that we care for the health, safety and welfare of our staff and visitors; and
- reduced costs to the Council.

This policy will help achieve the aims and, objectives of the Council's Health, Safety and Wellbeing policy, which are:

- 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, the Workplace (Health, Safety and Welfare) Regulations 1992 and The Health and Social Care (Scotland) Act 2005. This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke (passive smoking) and to assist compliance with legislation. Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other illnesses.

The aims and objectives of the policy are:

- 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.



**Smoking is banned in all Council premises, whether they are wholly or substantially enclosed.**

For the purposes of this policy, "Council Premises" means any land and buildings or parts of buildings 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.

This policy will apply to all staff, councillors, visitors, contractors and members of the public using Council premises. This ban includes the use of e-cigarettes.

**Council staff are also not permitted to smoke:**

- In Council owned vehicles.
- In privately owned vehicles while 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 are designated smoking areas in the Council's residential homes.**

These are considered to be dwelling places and residents and visitors will be allowed to smoke in the designated areas.

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

Staff are sometimes required to work in designated smoking areas or need 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.

Any person wishing to take up the offer of cessation support please telephone:

**01463  
703095**

## Counselling & Assistance Covhairle & Cuideachadh

Any Council member or employee who smokes, and wishes to give up smoking will receive appropriate encouragement and support.

*A range of measures are 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. An employee will 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 & Wellbeing Team, Dochfour Drive, Inverness. Tel: 01463 703095 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.