DOWN DISTRICT COUNCIL

SMOKE FREE POLICY

Document number: H/SW/75	**Date:** 30th May 2007
Scope: D.D.C. & it's Activities	**Amended by:** Jeffery Watt H&S Advisor
Ref: Smoke Free Policy	**Issue number:** Three
Issued By: Norman Stewart, Director of Corporate Services	**Approved by:** Management Team/ Safety Committee
Equality Impact Assessed: 21st May 2007	

1 PURPOSE

a. This aim of this policy is to protect all employees, customers and visitors from the exposure to second-hand smoke and to comply with the Smoking (Northern Ireland) Order 2006 which will be enforced by District Councils from 30th April 2007.

b. Second-hand smoke has been scientifically proven to cause lung cancer and heart disease in non-smokers as well as many other illnesses and minor conditions (Report of the Scientific Committee on Tobacco and Health, Department of Health, 1998).

c. This organisation acknowledges that breathing second-hand smoke poses a risk to health. The following policy has been agreed between Down District Council and its employees.

2 POLICY

a It is the policy of Down District Council, that all of our workplaces and vehicles are smoke-free and all employees have a right to work in a smoke- free environment. The policy shall come into effect on 30th April 2007 and be reviewed on 30th April 2008 by the Health and Safety Committee.

3 PREMISES

a Smoking is prohibited throughout the entire workplace with no exceptions. It is illegal to allow anyone to smoke indoors at your place of work as of the 30th April 2007.

b Smoking is permitted outside in areas meeting certain design criteria which will be forthcoming in guidance associated with the legislation.

c Building controllers should be mindful where they allow smoking areas for staff and the public. Smoking areas should not increase the likelihood of loss through fire and be situated away from areas where combustibles and flammables are stored or likely to accumulate through normal use e.g. bins, chemical stores, consumable storage areas, petrol storage areas, skip set down areas. Where practicable other members of the public and employees should not be at significant risk from second hand smoke as they pass smoking areas i.e visitors should not have to walk through groups of smokers to gain access to a building. Receptacles will be provided for disposal of cigarette ends and other waste smoking materials.

VEHICLES

i. All Down District Council work vehicles will be smoke-free at all times. Employees are not permitted to smoke in company vehicles at anytime. For hygiene issues crews are not permitted to smoke in the course of their duties when outside.

ii. Owners of private cars used on company business can smoke as long as they do not regularly carry other employees. They cannot smoke if another person is in the vehicle while at work.

4 EMPLOYER DUTIES

a. To display No Smoking Signs as required by the legislation.

b. To ensure employees, customers and visitors do not smoke in smoke-free places and vehicles.

c. To investigate complaints regarding employees, customers and visitors smoking.

d. To inform, consult and train employees on this policy.

5 EMPLOYEES DUTIES

a. To ensure that they or others do not interfere with no smoking signs.

b. To comply with the Smoke-Free Policy.

c. To ensure customers and visitors do not smoke in smoke-free places and vehicles.

e. To report incidents of smoking in smoke-free areas and vehicles.

6 CUSTOMER/VISITOR DUTIES

a. Customers are not permitted to smoke in smoke-free areas or vehicles.

b. Staff must inform customers or visitors who will smoke on the premises that smoking is prohibited within the premises and direct them to any smoking facilities provided outside. Staff should record the details of such incidents.

7 HELP FOR THOSE WHO SMOKE

a. This policy is not concerned with whether anyone smokes but where they smoke and how it affects others. To help smokers adjust to the changes occurring they should contact the smokers helpline on 0800 858585 for advice on local support services.

8 ENFORCEMENT OF THIS POLICY

a Failure to comply with this policy will be dealt with through the Council's disciplinary procedures.

b. Employees ignoring the ban – those who ignore the policy and smoke in defined areas i.e. in a vehicle or rest room etc.

c. Employees ignoring the smoking activity – those who fail to discharge their duty and enforce the policy with members of the public i.e. failure to speak to the smoker, ask them to move to a smoking permitted area, note down the incident in the duty log book etc

d. Members of the public – Visitors or members of the public who breach the policy will be asked to stop smoking and will be asked to leave the premises if they fail to comply with this request. Staff should record when they advise members of the public to stop smoking. Staff's role is to advise the public to comply with the policy and to report incidents to management. Staff are not required to enforce action or remove someone from the building.

9 EQUALITY IMPACT ASSESSMENT

a. This Policy has been assessed under Down District Council's Equality Impact Assessment process and has been screened out as having no impact on any of the affected groups designated in Section 75 of the Northern Ireland Act 1998.

Signature:

Position in Company: **Clerk & Chief Executive**

Date: