

Ysgol Aberconwy



Anti-Smoking Policy

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THIS POLICY HAS BEEN APPROVED BY THE FULL GOVERNING BODY

Signed:

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YSGOL ABERCONWY
ANTI SMOKING POLICY

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1. Introduction

- 1.1 Conwy County Borough Council acknowledges that smoking is the single most preventable cause of ill health in the UK, with clear evidence to support the detrimental effects of passive smoking on individuals' health.
- 1.2 The Council acknowledges its responsibilities under Section 2 of the Health and Safety at Work Act 1974 to ensure as far as is reasonably practicable, the health, safety and welfare at work of all their employees and actively promotes and encourages employees to make healthy life choices.
- 1.3 Smoke free legislation was introduced across Wales on the 2nd April 2007. It is essentially a ban on smoking in enclosed public spaces. Workplaces are classed as public places. Conwy County Borough Council became smoke free on the 1st April 2007. To protect employees from the risks of passive smoking and encourage healthy lifestyle choices the smoking restriction will apply to all Council buildings, and vehicles.
- 1.4 This policy illustrates how the Council encourages and promotes a smoke free environment and outlines the support that is available to employees.
- 1.5 It should be noted that reference to 'smoking', 'smoke-free' etc applies to the use of all forms of cigarettes, vapes and e-cigarettes – in other words both tobacco based products and 'vaping' devices.

2. Aim of the Policy

- a) Comply with the Smoke Free Wales legislation
- b) Protect non-smokers from the effects of second hand smoke
- c) Improve the health and wellbeing of employees and visitors to Council premises.
- d) Demonstrate good practice to the local community by becoming a smoke free authority.
- e) Ensure non-smoking is a key part of the Council's Health, Safety and Welfare policies.
- f) Encourage employees who wish to give up smoking.
- g) Publicise the health benefits of not smoking

3. Application

- 3.1 This policy applies to all employees, elected members and contractors engaged by the Council. This policy also applies to members of the public visiting Council premises and sites.
- 3.2 Employees who meet with external parties in Council buildings or on Council sites must ensure all visitors are made aware of this policy. However, they are not expected to enter into any personal confrontation that may put their personal safety at risk. If a person, when informed of the policy becomes angry or violent, the Council's Violence Policy should be applied.

4. Terms of the Policy

- 4.1 The Council will lead by example in promoting itself as smoke free.
- 4.2 Smoking will not be permitted in any Council building including Leisure Centres, Day Centres, Community Centres and Libraries. Exceptions to this are in Residential Homes in respect of residents only. (see section 11).

- 4.3 To prevent smoke drifting into workplaces, staff will not be permitted to smoke within 10 metres of a Council building. If on a Council site, a discreet location should be chosen in which to smoke (ie away from a main gate or entrance).
- 4.4 On some Council sites it may be difficult to achieve the normal minimum exclusion zone of 10 metres. In this instance, local managers will have some discretion on the implementation of the policy. However, they must carry out a risk assessment of smoke drift into the workplace, and passive smoking risk to other staff.
- 4.5 Smoking breaks are not permitted during core working hours. In the flexitime policy, core working hours are 9.30-12.00 and 2.00-4.00. A smoking break may be taken in an **employees' own time** during the flexible hours bandwidths. For staff on standard hours, smoking during an 'agreed paid or unpaid break' is also permitted. It is presumed that 'agreed breaks' will apply equally to smokers and to non-smokers.
- 4.6 An employee who is required to drive in a vehicle whilst on Council duty is not allowed to smoke if:
 - they are travelling with another officer or elected member, even if all passengers agree that they would allow smoking
 - they are travelling with a client
 - they are required to travel with any other passenger at that time or a journey planned to take place later that same day
 - the vehicle is branded as a Council vehicle – eg: refuse wagons

Employees who drive (for example between sites) and are on their own, in their own vehicles whilst on Council duty are able to but not encouraged to smoke.

- 4.7 Line managers will need to ensure they have effective monitoring arrangements in place to ensure this policy is being complied with.
- 4.8 Employees are not permitted to smoke whilst on duty. This includes client homes, even where they may be offered a cigarette or given permission by the occupier to smoke.
- 4.9 No time will be allowed nor additional time provided to employees for the purpose of smoking outside the restrictions applied in this policy.
- 4.10 Employees may smoke during an agreed break whilst wearing clothing that displays the Council's name or logo, however, employees must cover any reference to the Council i.e. logo, ID Badge, whilst doing so
- 4.11 Employees who are finding difficulty with complying with this policy should discuss the issues with their line manager who will provide appropriate support and advice regarding smoking cessation services.

5. Effects of Smoking on an Individual

- 5.1 Tobacco use kills around 114,000 people in the UK every year with smoking related illness accounting for around one fifth of all deaths.
- 5.2 Tobacco is the only legally available consumer product that kills people when it is used entirely as intended.

- 5.3 Smoking causes about thirty per cent of all cancer deaths (including around 84% of lung cancer deaths), 17% of all heart disease deaths and at least 80% of deaths from bronchitis and emphysema.
- 5.4 Tobacco smoke is mutagenic and carcinogenic and is a known risk to pregnancy where a mother smokes or inhales second hand smoke. Tobacco smoke can also aggravate other health conditions such as asthma.

6. Second Hand Smoke (S.H.S)

- 6.1 This is the smoke inhaled by a non-smoker, often called passive smoking. It consists of “side stream” smoke from the burning tip of the cigarette and “mainstream” smoke that has been inhaled and exhaled by the smoker.
- 6.2 Exposure to SHS has immediate health effects. It can reduce lung function; worsen respiratory problems; trigger asthma attacks; reduce coronary blood flow; irritate eyes; and cause headaches, coughs, sore throats, dizziness and nausea.
- 6.3 Studies have consistently shown that exposure to SHS increases the risk of coronary heart disease (CHD) in non-smokers.
- 6.4 Exposure to second hand smoke in children increases the risk factor of middle ear infections, asthma, bronchitis and pneumonia.

7. Ventilation and Shelters

- 7.1 Ventilation equipment will not remove the majority of health damaging particles from the atmosphere and therefore will not be provided in any Council premises as a measure to permit smoking.
- 7.2 The only exception to this may be in residential care settings.
- 7.3 The Council will not provide outside shelters for smokers.
- 7.4 Where a Council site already has an existing shelter for smokers, arrangements will be made for it to be closed and removed from the property.

8. Communication of this Policy

This policy is:

- 8.1 Available on the Council’s Intranet site for employees to access. For those sites that do not have Intranet access, line managers will ensure a paper copy is available on a notice board or at an accessible location for all employees.
- 8.2 highlighted to future applicants seeking employment with the Council via the Council’s advertisement process.
- 8.3 communicated to new staff during the Council’s Corporate Induction Day.

- 8.4 made available throughout the Council including visitor areas, entrance areas to Council buildings and employee rest areas.
- 8.5 communicated to our service users who will be asked, where a Council employee enters their home to deliver services, that they refrain from smoking in their presence.
- 8.6 There is a requirement for clear signage to be provided in and around all Council premises where this policy applies

9. Smoking Cessation

- 9.1 The Council recognises that smoking is an addiction and wishes to encourage staff that wish to stop. Employees will be signposted to appropriate external support services. The following details may be useful:

Useful Websites:

www.stopsmokingwales.com 0800 085 2219 Help to stop smoking

www.ash.org.uk Action against smoking and health

www.nosmokingday.org.uk info on no smoking day (March)

Useful numbers:

Smokers Helpline Wales – 0800 169 0169

All Wales Smoking Cessation – 0800 085 2219

10. Enforcement

- 10.1 All employees will be required to ensure that this policy is complied with at all times.
- 10.2 Where a line manager believes an employee is leaving their duties during contracted hours to smoke, they must meet with the employee without delay and remind them of this policy.
- 10.3 Elected Members will each be bound by this Policy. The Council's Standards Committee may enforce the terms of this Policy as if it were incorporated into the Protocol on Member/Officer relations.
- 10.4 Contractors or agency workers who contravene the policy should be reported to the person responsible for monitoring the conduct of these workers.
- 10.5 Employees have a duty to advise any visitor to the building who expresses a wish or intends to smoke, of the restrictions that apply under this policy. A failure to do this will be the responsibility of the employee.
- 10.6 Any contravention of the National 'Smoke Free' legislation is a criminal offence and will be viewed as misconduct. A breach of this legislation or this policy may result in consideration of Disciplinary action. It is particularly important that managers set the standard, in order that any breaches of the policy can be

addressed. Failure on the part of managers to comply with or enforce this policy may also result in disciplinary action.

11. Residential Accommodation

- 11.1 Service users living in a Council Residential Home will be provided with a 'place' to smoke. This exception applies only to service users. Smoking will not be permitted in public areas of the Residential Home and staff will not be permitted to smoke inside or within 10 metres of the building.
- 11.2 Where service users are housed in sheltered accommodation, there will be no smoking in all communal areas.

12. Monitoring and Evaluation

- 12.1 Line Managers will be responsible for monitoring the implementation of this policy within their own departments.
- 12.2 Corporate Personnel Services will be responsible for monitoring the implementation of this policy as it affects employees and any action taken as a consequence of its implementation.

13. Review

- 13.1 This policy will be reviewed again within 3 years.