



EMPLOYMENT ZONE Smoke Free Workplace Policy

1. Introduction

We are committed to the health, safety and wellbeing of all our employees and believe every employee should be made aware of the risks associated with smoking. It is the biggest preventable cause of disease and premature death in Scotland. The City of Glasgow has the highest smoking rates amongst adults in Scotland, and tobacco remains the number one cause of avoidable death and ill health.

Our no smoking policy seeks to give employees the right to work in air free of tobacco smoke. It applies to all employees, elected members, visitors, customers, clients, contractors and members of the public.

We will apply this policy fairly and consistently throughout the Council. It also compliments our health and safety smoke free workplace policy.

2. Aims

This policy aims to ensure all employees are;

- Made aware of the dangers of smoking; and
- Encouraged to seek help and guidance on how to deal with smoking issues.

We will achieve our aims by:

- Informing new employees of our policy at induction.
- Keeping all employees informed through a programme of education and training.
- Providing advice and support for any employee who smokes.
- Publicising our policy in Council workplaces.
- Regularly monitoring, evaluating and reviewing the policy in consultation with the trade unions.

3. Legal context

We need to comply with the Management of Health and Safety at Work Regulations 1992 and the Workplace (Health, Safety and Welfare) Regulations 1992. This means that we need to assess risks and ensure that non-smokers are protected from the dangers of tobacco smoke in work and rest areas.

We also need to comply with the Smoking, Health and Social Care (Scotland) Act 2005 and The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006. These prevent employees, customers, visitors and contractors from smoking in enclosed premises.



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4. Application of policy

- Smoking is not allowed within any Council premises or vehicles. This includes internal and external areas of a building such as car parks, play grounds, and internal courtyards within the boundary of the premises.
- Smokers are not allowed to gather at areas where non-smokers pass, for example, main entrances.
- Smokers are not allowed breaks for smoking.
- Where employees use their own vehicles on Council business and this involves transporting colleagues or clients, smoking will not be allowed in the vehicle during the journey.
- Tobacco products will not be sold, advertised or otherwise promoted on Council premises.

Smoking rooms

The Council will not provide designated smoking rooms. The only exception to this is where they are for use by clients in:

- residential accommodation; and
- designated rooms in residential adult care homes.

Where possible, employees should keep their visits to the smoking room to a minimum and only enter the room when it's not being used by smokers.

Client visits

Some employees provide services in clients' homes. This means that they could be exposed to tobacco smoke environments. Services must put suitable control measures in place for employees who may be affected by this. For example; asking clients not to smoke while the employee carries out their work.

5. Compliance

All employees must comply with this policy. Employees who repeatedly and deliberately fail to do so may be subject to disciplinary action under the Council's [Discipline and Appeals Procedure](#).

Employees should also assist others, where possible, to comply with the requirements of the policy. Where an employee notices somebody smoking on Council premises or vehicles, they should;



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- Politely tell the person that they are in a smoke-free area; and
- Ask them to extinguish their smoking material.
- If the person continues to smoke the employee should report the matter to their line manager or health and safety representative within their service.

6. Responsibilities

Executive Directors, Heads of Service and managers are responsible for:

- a. The health, safety and welfare of employees.
- b. Promoting and enforcing the no smoking policy.
- c. Leading from the front and acting as role models.
- d. Supporting the principles and upholding the culture of the no smoking policy.

7. Support for smokers

Our policy aims to help and motivate smokers who want to give up smoking. It also aims to make those who don't want to stop smoking aware of the implications of our policy and the dangers of smoking.

A smoker who wants to give up smoking should contact their service HR team or their Line manager, who will be able to provide appropriate advice and support.

Smokers will be given time off with pay to attend an in-house smoking cessation class, specialist group or help group for advice and assistance, subject to the needs of the Service. The cost of the first treatment or first course of treatment will be shared equally between the Council and the employee.

8. Information for employees

We will make information on the harmful effects of smoking available to our employees. It's our intention to minimise the effect of tobacco smoke on non-smokers to eliminate the risks associated with passive smoking (breathing in other peoples' tobacco smoke). Exposure to smoke causes discomfort and irritation to people, particularly those with respiratory disorders.

We recognise that smoking is an addiction and for certain people, a chronic one. We will give advice and support to those who find it difficult to break the habit, through self-help groups and health education.

We will undertake publicity campaigns to encourage smokers to stop and to publicise the support available. We will also participate in the annual 'No Smoking Day' activities.



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9. Further guidance

Information, help and advice on all aspects of this policy is available from Service HR and Service health and safety representatives or via the [Your Health and Wellbeing](#) pages on Connect.

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