



BRISTOL CITY COUNCIL

SMOKING AT WORK POLICY

**Adopted for Unitary Authority
1 April 1996**

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SMOKING AT WORK POLICY

OBJECTIVE

1. In accordance with the Health and Safety at Work Act etc 1974, the City Council aims to provide and maintain a safe working environment for its employees, including protecting non-smokers from the health risks associated with 'passive smoking'.

POLICY STATEMENT

2. It is the City Council's policy to ban smoking inside all its premises and enclosed vehicles in shared usage whilst being used on Council business, other than in designated smoking areas, in order to protect the health of non-smokers, promote better health for all its employees and for the amenity value of a smoke free atmosphere.

SCOPE OF POLICY

3. The smoking ban applies to all employees, whilst occupying City Council premises or enclosed vehicles in shared usage whilst being used on Council business or when visiting tenant's homes or client's premises whilst on duty.
4. Residential employees living in City Council accommodation are exempt when in their own homes, but will be expected to comply when occupying communal facilities whilst on duty (eg laundry room in multi-storey block of flats, hostels where the accommodation is shared with clients).
5. Tenants, clients, elected Members and members of the public are not covered by the smoking ban, subject to any local safety restrictions, except when in buildings or vehicles in shared usage whilst being used on Council business where smoking restrictions apply.
6. It is recognised that employees may have to work in premises/vehicles when tobacco smoke is present where the City Council has no control over those premises/vehicles or the smokers.

GUIDELINES FOR APPLICATION

7. Wherever practical, subject to available finance and suitable accommodation, Management will provide designated smoking rooms ideally within easy reach of their employees. These must have proper ventilation to outside air such that smoke is prevented from drifting to any no smoking area. The equipment and fittings should be of a standard equivalent to non-smoking rest areas provided by the City Council for its employees, including being within a reasonable distance of vending machines or alternative refreshment facilities. Non-smokers must not be obliged to enter designated smokers areas.
8. The provision of designated smoking areas within the central office buildings occupied by more than one Directorate will be co-ordinated by the Director of Corporate Resources.
9. Where a designated smoking room is not provided, employees will only be allowed to smoke outside the premises.
10. Management will allow employees who smoke reasonable breaks from work to smoke, either in a designated smoking room or outside the premises, providing this does not prevent them from satisfactorily carrying out their duties and responsibilities or have a significant effect on service delivery. Where this is in question, Management will consult the Directorate Personnel Officer and the recognised trade unions before taking any decision to remove or limit this facility for one or more employees.
11. Enclosed vehicles in shared usage includes designated car users' vehicles when carrying passengers on Council business.
12. Adequate signs will be displayed in all premises to advise employees, elected members,

visitors and the general public of the City Council's smoking restrictions and the location of a designated smoking room where provided.

13. Information on the health risks associated with smoking will be available to employees upon request as part of a health education programme. In addition, the services of the Corporate Services' Welfare Section and the Occupational Health Service will be made available to those employees wishing to give up smoking or who are suffering stress or other difficulties as a result of the smoking restrictions. In appropriate cases, time-off with pay will be granted to attend smoking cessation programmes or withdrawal courses.

CONTRACTUAL OBLIGATIONS

14. The Smoking At Work Policy will be brought to the attention of potential applicants both prior to and at the interview stage. A copy of the Smoking At Work Policy will be issued to all existing and new employees and represents an 'incorporated term' in the contract of employment of all employees.

ENFORCEMENT

15. Management should fully investigate any suspected or actual abuse of the policy and ensure that its provisions are fairly applied as indicated above.
16. Persistent and wilful refusal by employees to comply with the City Council's policy may result in the Local Authority invoking the formal disciplinary procedure which ultimately could lead to dismissal.

IMPLEMENTATION

17. It is the responsibility of each Service Director to ensure that the Policy is applied within his/her Directorate. Any queries or differences over the interpretation or application of the Policy should be referred to the Directorate Personnel Officer for guidance and advice.
18. This policy becomes effective for the Unitary Authority from 1 April 1996.

Approved by Personnel and Central Services Committee - 31 August 1995.

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