



Smoke-Free Workplace Policy

This policy applies to all employees and individual schools are encouraged to adopt it

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Cyngor Sir Powys County Council Smoke-Free Workplace Policy

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Policy History

Policy Date	Summary of change	Contact	Version/ Implementation Date	Review Date
December 2018/January 2019	Policy slimmed down. Changes to terminology/job titles and to support services/agencies	HR	4	January 2021

1. Introduction and Background

- 1.1 The Council recognises its responsibilities under Section 2 of the Health and Safety at Work Act 1974 to ensure as far as reasonably practicable, the health, safety and welfare at work of all its employees.
- 1.2 In Wales, the most recent data available (2018 - from Ash Wales) shows that lung cancers are the third most common cancer for both men and women. Additionally, between 25% and 40% of smokers will die in middle age. Each year, 5,450 deaths from smoking occur in Wales, accounting for almost one fifth of annual deaths in Wales. The estimated economic cost of smoking to the Welsh NHS is over £300 million per year.
- 1.3 Smoking remains the single largest cause of preventable ill health in Wales, and a significant cause of health inequality. Despite considerable progress in reducing the prevalence of smoking, data from the Welsh Health Survey 2015 shows that there are still around 490,000 adult smokers in Wales. The survey also shows that over 2 in 3 smokers want to stop and approximately 40% of smokers actively try to quit each year (Public Health Network Cymru).
- 1.4 The effect of the Smoke-Free Premises etc. (Wales) Regulations 2007 means that smoking is not permitted in public premises or workplaces if these are enclosed or substantially enclosed – this also applies to all work vehicles. Note that a premise or structure will be considered substantially enclosed if it has a ceiling or roof but there is an opening or aggregate area of openings in the walls which is less than half of the total area of the walls, including other structures that serve the purpose of walls and constitute the perimeter of the premise.

2. Scope

- 2.1 This policy applies to all employees, Elected Members, visitors, contractors, service users and members of the public whilst on/in Council premises.
- 2.2 In line with the regulations outlined in 1.4, smoking will not be permitted in any buildings and vehicles owned, occupied or managed by the Council or partner organisations. Smoking will not be permitted around entrances to buildings, or where smoke may enter buildings through open windows and includes:

Council buildings;
 Canteens;
 Depots;
 Community Centres;
 Day Centres;
 Schools;
 Leisure Centres;

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Libraries;
Construction sites; and
All Council vehicles (including leased vehicles).

- 2.3 Smoking and the use of e-cigarettes (vape pens) may only be used in designated areas.

3. Smoking and the Workplace

- 3.1 Council employees who wish to smoke may only do so in their own time during official break times. Employees must not leave their work area during work time for the purposes of smoking and/or vaping.
- 3.2 Employees who use their own vehicles for work purposes are able to smoke except when they have journeys with other employees, service users and/or Elected Members.
- 3.3 Although the Council acknowledges the use of e-cigarettes to support smoking cessation, note that in terms of this policy, e-cigarettes will be treated in the same way as normal cigarettes.

4. Employees Conducting Home Visits

- 4.1 Employees who are required to enter a person's home to provide a service (e.g. domiciliary carers) are at risk of exposure to second-hand smoke if the service user is a smoker. Private dwellings are not generally covered by smoke-free legislation and therefore steps should be taken to minimise this risk for employees.
- 4.2 Where an employee visits a smoker in their own home and identifies this as a risk to their own health, should discuss the matter with their line manager. The following recommended actions should be taken into account:
- Establish a protocol that covers all workers (including volunteers) who visit service users in their own homes – the protocol should request service users not to smoke during the visit and ideally, not to smoke for an hour before the visit is to take place;
 - Establish a list of homes visited by workers which are occupied by known smokers, whether this is the service user or a family member;
 - Identify workers who have a pre-existing condition (e.g. asthma, Chronic Pulmonary Obstructive Disease (COPD) or cardio-vascular disease) that may be aggravated by tobacco smoke. Similarly, pregnant workers should be protected;
 - Ensure that as far as reasonably possible, no worker should be expected to make consecutive visits, or a sequence of visits to homes in which they are likely to be exposed to smoking.

5. Smoking Cessation Support

- 5.1 It is recognised that smoking is an addiction and the Council aims to provide a supportive environment for those wishing to give up smoking. The Welsh Government launched Help Me Quit in April 2017:
- 5.2 Help Me Quit is the single point of contact for smokers who want to stop smoking in Wales.



- 5.3 How to refer to Help Me Quit:

Route 1 – Professional Referrals

Smokers can be referred via another organisation such as their Health Professional (e.g. GP, Dentist or Midwife), a local authority scheme, workplace or via a third sector organisation.

These referrals will be processed within 48 hours and the Help Me Quit contact centre team will call the client directly from a private/ withheld number.

Route 2 – Self-Referral

Smokers can refer themselves for stop smoking support directly through a number of routes:

- Calling (Freephone): 0800 085 2219
- Texting (cost one standard rate message): HMQ to 80818
- Online by completing the short 'Request a Call-back' form - <https://www.helpmequit.wales/request-a-call-back/>

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For workers who live in England, the local Stop Smoking Service should be contacted; see also

<https://www.nhs.uk/smokefree/help-and-advice/local-support-services-helplines>

6. Enforcement of this Policy

- 6.1 The Council considers it the responsibility of all employees and line managers to ensure that the policy is complied with and that it is consistently applied throughout the Council.
- 6.2 Failure to adhere to the provisions of this policy may result in disciplinary action being taken, particularly where support has been offered to an individual.