MEDWAY COUNCIL NO SMOKING POLICY

1. Background

1.1. Medway Council recognizes its duty to provide its employees with a safe and healthy work environment and the significant evidence of the effects of smoking and passive smoking on health.

1.2 In addition, the Health Bill which was passed through Parliament in February 2006, legislates a total ban on smoking in public places. In effect, this means all property owned or operated by Medway except for private houses and residential homes.

2. Scope

2.1 The policy covers all Authority buildings and property. The policy covers, employees, Elected Members, service users and visitors.

3. The basics

3.1 For these reasons, Medway Council will introduce a no smoking policy in all areas in which employees work. It is proposed that this policy will come into effect from January 1 2007.

3.2 For clarification, the ban will include the following:

- All offices and office buildings
- Reception areas
- Meeting rooms
- Committee rooms
- Lifts
- Corridors
- Bars/cafeterias/restaurants
- Stairways
- Toilets
- Staff rooms/rest rooms
- Kitchens
- Vehicles used for Council business
- Leisure centres/facilities
- Theatres/museums

This list is not exhaustive.
3.3 Whilst this policy refers mainly to smoking, it also refers to other tobacco related products that are not inhaled, such as snuff, snuss and chewing tobacco. This list is not exhaustive.

4. **Implementation of the policy**

4.1 The policy will come into force on 1 January 2007. This will allow staff a period of time to adjust and prepare for the change. In that period the existing smoking arrangements will apply but staff will be encouraged not to smoke.

4.2 Existing smoking rooms/facilities will be removed following the enforcement date. Appropriate signs will be posted in all Council premises. The attention of job applicants will be drawn to this policy.

5. **Places where smoking will still be permitted.**

5.2 Individuals who wish to smoke must do so outside of the building, away from access points (i.e. entrance doors and windows) in an appropriate area to be determined locally. Any time spent in these areas must be kept to outside working hours (i.e. before/after work, during recognised breaks as agreed at local level).

6. **Enforcement and monitoring**

6.1 Managers will have a responsibility to ensure that their staff comply with the policy. Persistent and/or intentional breaches of the policy by employees of the Council will lead to disciplinary action under the Council’s disciplinary procedure.

6.2 In addition, after the Health Bill becomes law (predicted Summer 2007), persons found smoking in a public place will be liable to prosecution.

7. **Advice and Support**

7.1 Medway Council will make available to all employees relevant publicity material about the hazards of smoking and will also offer advice and support to help those who wish to give up smoking. Further information will be available from the Human Resource Services department.
8. **Special Circumstances**

8.1 Residential care homes will be exempt from this legislation. Departments responsible will decide what action is appropriate, remembering that employees have a right to a health and comfortable working environment.

This policy supersedes all other smoking related policies in existence within Medway Council.