

# **Halewood Town Council**

## **No Smoking Policy**

### **1. INTRODUCTION**

This Policy covers all Halewood Town Council buildings. The success of the Policy depends upon the co-operation and consideration of both smokers and non-smokers. Everyone is requested to observe the provisions outlined in the Policy.

**Second hand smoke can cause lung cancer and heart disease in non smokers, as well as many other illnesses, minor conditions and discomfort.**

Section 2(2)e of the Health and Safety at work etc. Act 1974 requires employers to provide a working environment for employees that is:

"...safe, without risks to Health, and adequate as regards facilities and arrangements for their welfare at work."

Smoking is not only a threat to smokers, passive or second hand smoking is established beyond doubt as a cause of serious disease in non-smokers – including cancer, cardiovascular disease and numerous respiratory conditions. **Children, women and those with established disease processes such as asthma are particularly vulnerable.**

Short term exposure to passive smoke leads to effects ranging from headaches, sore throat, dizziness and nausea, nuisance of foul smelling clothes and hair.

The following policy has been adopted concerning smoking in the Town Council Admin Offices, Arncliffe Community Centre, and Hollies Hall Community Centre.

### **2. POLICY**

With effect from 1<sup>st</sup> September 2006, the Council will become a smoke free work environment.

#### **2.1 Working Areas**

Non-smoking will be the standard in all Council buildings.

- [a] Smoking will not be allowed in any Council premises [including single occupancy offices and rented office space]. This rule is extended to include all Council vehicles.

- [b] Employees must not congregate outside Council Buildings. This creates an unprofessional image of the Council to visitors and Halewood residents. It also results in unproductive time, which can cause resentment amongst non-smoking colleagues, or indeed smoking colleagues who do not leave the workplace to smoke. Failure to comply with this aspect of the policy may lead to disciplinary action being taken.
- [d] Reception/foyer and toilet areas will be non-smoking.
- [e] Members Rooms will also become smoke free environments.

### 2.3 Community Centres

- [a] Smoking will not be allowed in any part of the Community Centres. Appropriate signage will be ordered and displayed. Members of the public and other visitors will be encouraged to observe the smoking restrictions. The area of compliance is as follows:

#### Hollies Hall

Within the main building, including the entrance area.

#### Arncliffe Centre

Within the main building, including the entrance area.

- [b] Bookings for the function suites made before 1 March 2006, for non-regular functions, which take place after the implementation of this policy (1<sup>st</sup> September 2006) will remain subject to the current council policy. The number of bookings that fall into this category is likely to be at a minimum, and this clause enables the council to honour the agreement made at the time of the booking. However, the room hirer will still be asked to encourage guests to respect the council's new policy.
- [c] Regular events and block bookings which are ongoing will be subject to the new policy on its implementation on 1<sup>st</sup> September 2006. The organisers will be informed of the new policy in writing and all future events will be smoke free.

## **3. HEALTH PROMOTION AND ADVICE**

- 3.1 Smokers will be allowed reasonable time off to attend smoking cessation classes should they choose to do so, to encourage as many employees as possible to not smoke at work.
- 3.2 The awareness of Council employees to health risks associated with smoking and passive smoking will be raised through distribution of health promotion literature.
- 3.3 The Knowsley SUPPORT quit smoking service can be contacted on 0800 195 2131. This is a free service provided by the NHS and they will aim to arrange an appointment with an adviser at your nearest clinic.

#### **4. HALEWOOD TOWN COUNCIL AS AN INFLUENTIAL COMMUNITY VOICE**

The Council is also committed to the promotion of local/national no-smoking initiatives and will seek to undertake the following:

- 4.1 The Council will continue to heighten public awareness of the dangers of smoking and passive smoking in co-operation with Knowsley MBC.
- 4.2 The advertising of tobacco products, including cigarettes, cigars, hand rolling or pipe tobacco, or chewing tobacco on any land/premises/hoardings/vehicles or other advertising media over which the Council has control, is prohibited.
- 4.3 The staging of events sponsored by tobacco companies on any premises or land over which the Council has the necessary powers of control is prohibited.
- 4.4 The sale of tobacco products on directly controlled Council premises is prohibited [excludes commercially leased Council premises].
- 4.5 The withdrawal of tobacco products as part of civic hospitality.

#### **5. ENFORCEMENT**

- 5.1 The Council respects the right of the individual to decide whether or not they wish to smoke. The Policy does not change this, it is not intended to force people to stop smoking. The purpose of the Policy is to protect people who use Council premises from the harmful effects of environmental tobacco smoke.
- 5.2 Employees and council members who refuse to refrain from smoking in designated non-smoking areas will be deemed to be in breach of Council Policy. They should initially be counselled and encouraged to comply with the rules as they would for any other Council Policy. However, persistent, intentional breaches of the Policy will become a disciplinary matter, dealt with by the agreed local disciplinary procedures. The consultation which has preceded the implementation of the Policy indicates the collective nature of this agreement.
- 5.3 If a member of the public is found to be in breach of this policy, employees and council members are asked to remind them of the council's no smoking policy. However, no employee, or council member is expected to challenge a member of the public if this is likely to pose a significant risk to the health and wellbeing of that person.
- 5.4 Any breach of this policy will result in further action being taken.