



Smoking at Work Policy



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Section 1 – Policy Intentions

1.1 Policy Aims

This policy is intended to ensure that all staff and visitors to Gloucestershire Constabulary premises benefit from a smoke-free environment.

In accordance with current legislation, and as part of its continuous review of health and safety matters, the Police and Crime Commissioner and Chief Constable for Gloucestershire, has considered the current evidence of the health risks associated with smoking and passive smoking, as well as the discomfort suffered by non-smokers exposed to tobacco smoke, and the legal position.

In order to maintain a safe and comfortable working environment for everyone, the following policy has been developed.

The aim of the smoking policy is to guarantee the right of non-smokers to breathe smoke-free air at work, while also taking into account the needs of those who smoke. The policy is not concerned with whether people smoke, but with where they smoke while at work. Any concerns employees may have regarding smoking at work should be reported immediately to their Line Manager so that corrective action can be taken if necessary.

Occupational Health Unit (OHU) can provide guidance and advice on support available to those seeking to give up smoking.

Section 2 – Policy wording and Procedural guides

2.1 General

Smoking is permitted only in designated smoking areas legally compliant with the provisions of the Health Act 2006.

Smoking for the purpose of the policy is defined as the smoking of cigarettes, cigars and pipes. This also includes the use of electronic cigarettes (e-cigarettes), which must not be used within Police and Crime Commissioner owned or leased premises.

Smokers using the facility **must do so during their authorised meal break only**¹. Additional breaks will not be permitted and any previous arrangements, including those which have become custom and practice, must be discontinued. A VDU break from the screen, permitted every hour, is not to be considered a smoking break.

Where an individual is finding it difficult complying with the above they should seek the support of their line manager, and may in exceptional circumstances be permitted to take

¹ An authorised break is either a lunch break taken half way through the working day or a break after 6 hours of working in accordance with the Working Time Regulations 1998



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additional breaks. However, additional breaks are to be considered an interim measure to achieve a smoke-free work place

2.2 Custody Suites

These areas are not exempted from the provisions of this policy. Smoking in cells and Custody Suites is prohibited.

2.3 Reception Areas and Public Compliance

All visitors (including witnesses and victims) must comply with the Policy and where appropriate Reception Staff or staff responsible for visitors being on site will need to make them aware of the policy. **All visitors must comply with the policy or leave the building.**

2.4 Signage – Police Premises and Vehicles

All police premises will display No-Smoking notices and signage in compliance with the legislation. Such notices will be placed in a prominent position at or near each entrance to smoke free premises that are clearly visible to all employees, contractors and visitors.

Police vehicles will display No-Smoking notices and signage in a prominent position in each compartment of the vehicle that is wholly or partly covered by a roof, including a driver's compartment.

Covert police vehicles will display removable signage or have a copy sign placed in the log book kept in the vehicle.

2.5 Support

We will endeavour to provide appropriate support to members of staff who encounter difficulties due to this policy. The nature of the support required will in most cases depend upon individual circumstances. Members of staff are encouraged to contact a member of the Occupational Health Unit who will be able to provide support and guidance on the support available.

In addition, staff seeking support to become non-smokers are advised of the following sources of help and advice: -

- **Local NHS Stop Smoking Services** – call the NHS Smoking Helpline, visit www.gosmokefree.co.uk or text 'SMOKEFREE' and your full postcode to 99099 to find your local service



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- **The NHS Smoking Helpline** - where you can speak to a specialist adviser by calling 0300 123 1044 (lines are open from 9:00am to 8:00pm Monday to Friday and 11:00 am to 5:00pm Saturday and Sunday)
- **Together** - this is a series of information packs, supportive text messages, emails and phone calls to help individuals quite smoking. One to one appointments can also be arranged if appropriate. More information available from the NHS Smoking Helpline or by visiting www.gosmokefree.co.uk

2.6 *Unauthorised Absence*

If an individual is not adhering to the Smoking At Work policy, managers must deal with unsatisfactory absences as detailed in the Attendance Management Policy. This states that unauthorised absence will be dealt with under the appropriate discipline/capability/Police (Attendance & Performance) procedures, the People Services Centre will be able to provide support and advice as necessary.

Section 3 - Relevant Legislation

Equality Act 2010
Health Act 2006

Section 4 - Related References/Policies

Attendance Management Policy
Disciplinary Policy
Police (Attendance and Performance) Procedure
Capability Policy

Section 5 - Monitoring and Review

5.0 Monitoring and Reviewing

5.1 Monitoring

The effectiveness of this policy will be monitored in its application. Experiential learning will be applied and may result in consequential changes to the policy.

5.2 Review

This policy will be formally reviewed at periods as prompted by the Governance and Compliance Administrator. Experiential learning, legislative changes, and other influencing factors may also necessitate a review.

Feedback relating to this policy can be made by telephone, in writing, or by e-mail to People Services Centre.



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The policy should enable consistent and effective decision making. Where operational or managerial circumstances require any decision making that would adversely affect adherence to the policy or procedure, in line with the 'Statement of Intent' of the constabulary and the police service 'Code of Ethics', if an officer/ police staff member believes that they need to make a decision that steps outside of policy and procedure they should do so, provided that:

- the officer/ police staff member raises the matter at the earliest opportunity (and ideally before any such decision is made) with their line manager declaring their intended (or actual) course of action if notification is made after the decision is taken,
- produces, in a timely manner, a signed and dated written explanation of why it is/ was deemed necessary to step outside of policy and procedure, and
- maintain an adequate record of this written rationale for audit purposes appropriate to the circumstances/ contravention

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