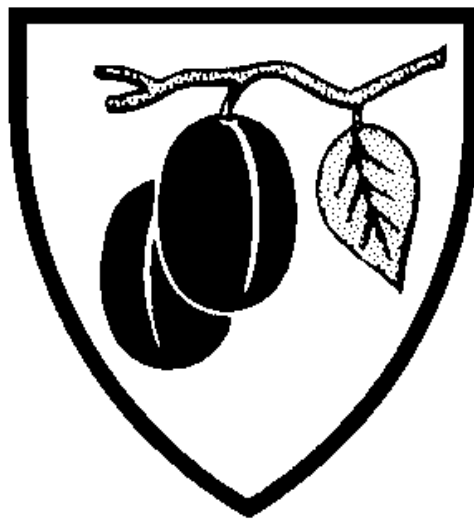


Plumcroft Primary School

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Smoke free Policy

GREENWICH SMOKEFREE POLICY

1. INTRODUCTION

1.1.

Smoking is the single largest cause of preventable deaths and disabilities in the borough and it has been estimated that smoking causes one in five deaths in Greenwich. The Council has therefore agreed to a Greenwich Smokefree Charter that will prohibit smoking in any buildings and services directly owned and run by Greenwich and to promoting a smokefree environment in the community. It also commits the Council to ensuring that all Council employees who wish to quit smoking should have access to professional advice and support services for smokers who wish to quit.

1.2.

The Health Bill: Part 1 Smokefree Premises, Places and Vehicles was presented before parliament in November 2005. This legislation seeks to make provision for the prohibition of smoking in certain premises, places and vehicles to include indoor public places and workplaces. The prohibitions of the Public Health Bill will take effect in summer 2007.

2. POLICY STATEMENT

2.1.

Greenwich Council is committed to providing a smokefree environment for all staff, elected members and visitors. As part of this commitment appropriate advice and support will be offered to assist staff that wish to quit smoking.

2.2.

The aim of this smokefree policy is to ensure the well being of all staff at work, and to promote a culture both at work and in the community where smoking is discouraged in the interests of public health.

2.3.

Therefore Greenwich Council operates a smokefree environment policy for all staff working in council establishments and work environments. The requirements of the policy are detailed below as agreed by the Council. No employee shall suffer any detriment by exercising their rights under this policy.

3. SMOKING AT WORK

3.1. Council Buildings and Grounds:

3.1.1.

Smoking is not permitted anywhere in Council buildings including fire escape routes, toilets, corridors, lift lobbies, reception areas, interview rooms and other general areas.

3.1.2.

Staff are not permitted to smoke anywhere in the grounds of Council buildings; this is to include car parks and immediately outside entrances to buildings. However, where the location of the building makes this an unreasonable restriction then consideration will be given to an exemption to allow some smoking in designated external areas.

3.2. Council Vehicles:

3.2.1.

Council vehicles carrying staff or members of the public are regarded as Council establishments for the purposes of this policy. Therefore users of council vehicles must ensure smokefree environments.

3.3. Schools:

3.3.1.

Schools are regarded as establishments for the purposes of this policy. Therefore, smoking is not permitted anywhere in the school building or grounds. Voluntary aided schools and Foundation schools are advised to follow this policy or to have a policy, which provides the same level of protection to staff.

3.4. Council Buildings open to Members of the Public:

3.4.1.

Members of the public are not permitted to smoke on Council premises. Building Health and Safety Co-ordinators must ensure that where members of the public are likely to visit, clear signage is provided to show it is a 'no-smoking' building.

3.5.

Staff Who Visit Clients, Tenants or the Public in their Own Homes:

3.5.1

Staff who visit clients, tenants and members of the public in their own homes to provide services are not permitted to smoke. Staff have the right to request that those they are providing services to refrain from smoking for the duration of the visit. If this request is ignored staff have the discretion to rearrange the visit or make alternative arrangements for the provision of services, ensuring at all times that the safety and welfare of the client etc is not compromised. Each case should be judged on individual circumstances and staff should discuss these issues with their manager, as appropriate.

3.6.

Long Stay Residential Care Establishments:

3.6.1.

Staff

3.6.1.1.

Managers should establish a local policy to ensure that staff are aware that smoking is not permitted.

3.6.2.

Clients

3.6.2.1.

The Health Bill: Part 1 Smokefree Premises, Places and Vehicles is to exempt certain indoor premises. This will include long-stay adult residential care homes and any place occupied as residential premises or living accommodation. Therefore a balance is to be struck between the wishes of clients and providing smokefree environments for staff and clients who do not smoke as outlined in Section 3.6.2.2.

3.6.2.2.

Managers should establish a local policy taking into account the predominant wishes and views of the clients. If required well ventilated smoking rooms should be made available to clients who wish to smoke. Managers are to ensure smokefree environments for staff and for clients who do not smoke.

3.6.2.3.

Smoking in long stay residential care for children is not permitted.

3.6.2.4.

The risk of unsupervised smoking by clients should be addressed with particular consideration given to the risk arising from smoking in bedrooms.

3.7. Non – Council Employees and Students on Council Premises:

3.7.1.

All contractors (including agency staff and other contract staff) and students on work placement are expected to abide by the terms of the Greenwich Smokefree Policy.

3.8. Staff who Smoke:

3.8.1.

For staff who wish to smoke the existing smoking breaks of 10 minutes in the morning and the afternoon will be allowed until the end of June 2006. Staff must inform their line manager/supervisor before taking these breaks and must comply with any Directorate or departmental procedures that relate to these breaks. From 1st July 2006 this entitlement will be discontinued (see Section 6.).

4. RESPONSIBILITIES

4.1. Chief Executive:

4.1.1.

The Chief Executive is responsible for ensuring that reasonable resources are made available for the implementation of this policy, and for providing support where it is necessary to implement the key aspects of the Greenwich Smokefree Policy.

4.2. Directors:

4.2.1.

To ensure a smoke free environment for all staff and visitors who visit, work or provide services for the Council and the promotion of a smokefree environment in the community, Directors are responsible;

4.2.1.1.

To ensure that the Greenwich Smokefree Policy is adhered to in their area of responsibility.

4.2.1.2.

For ensuring that information communicated to the community promotes smokefree environments for Council staff and visitors. This should outline that they would not expect visiting Council staff to be exposed to passive smoking.

4.2.1.3.

For ensuring that all contracted out and commissioned services are tendered promoting smokefree environments.

4.2.1.4.

To ensure that when letting contracts, officers of the Council are required to make contractors aware of the Greenwich Smokefree Policy. Existing and future Contractors must also be advised that when working on Council premises or providing services directly to the Council they are required to comply with the policy. All future tender specifications are to have a standard clause promoting smokefree environments.

4.3.

Managers:

4.3.1.

To ensure a smokefree environment for all staff and visitors working in Council establishments managers are responsible;

4.3.1.1.

To ensure smoking is not permitted in Council buildings and grounds.

4.3.1.2.

To ensure staff are fully aware of, understand and implement the provisions of the Greenwich Smokefree

Policy.

4.3.1.3.

To make available reasonable time during working hours for staff to attend formal stop smoking sessions taking into account capacity to deliver services.

4.3.1.4.

For ensuring that departmental information that is circulated to the public contains information about the requirement for Council staff to work in a smokefree environment. This would include ensuring that appointment letters etc contain this information.

4.4.

Responsibilities of Staff:

4.4.1.

To comply with the requirements of the Greenwich Smokefree Policy.

4.4.2.

Staff are encouraged to politely inform anyone (colleagues, clients, members of the public) who is failing to comply with the Greenwich Smokefree Policy about the requirements of the policy. If they do not feel comfortable to do so they should report it to their manager or the building manager.

4.4.3.

Staff who wish to access stop smoking support during working hours must seek permission from their line manager

4.5.

Responsibilities of the Building Health and Safety Coordinators/Building Managers/Premises Managers:

4.5.1.

To ensure that all areas of buildings that they are responsible for, that are smokefree, have adequate signage indicating that smoking is not allowed. These signs must be clearly displayed at all entrances to buildings and in conspicuous areas, including toilet facilities and staff rooms.

4.5.2.

To ensure that staff comply with the requirements of the Greenwich Smokefree Policy. Staff who do not comply should be asked to stop smoking. Those that do not stop should be reported to their line manager.

4.6. Responsibilities of Human Resources Sections

4.6.1.

To ensure that all job advertisements and recruitment packs include a statement about the Council's commitment to promoting health and wellbeing, and that all Council work environments are smokefree.

4.6.2.

To ensure all potential and new staff are informed of the requirements of the Greenwich Smokefree Policy. The policy will be available on the Council's Intranet and a copy will be provided to new staff as part of their induction.

5.

SUPPORT FOR STAFF WHO SMOKE

5.1. Occupational Health Service

5.1.1.

As the policy comes into effect the Council will work more closely in partnership with Greenwich Stop Smoking Service (based within Greenwich Teaching Primary Care Trust) to help staff who want to stop smoking.

5.1.2.

The Occupational Health Service will assist by raising the issue of quitting with all smokers during referrals to Occupational Health and by signposting them to Greenwich Stop Smoking Service.

5.1.3.

Where appropriate the Occupational Health Service will invite the Greenwich Stop Smoking Service to participate in health promotion events.

5.2. Quit Smoking Groups

5.2.1.

Groups are run for staff in various Council locations by trained advisors from the Stop Smoking Service. The groups last for seven weeks and provide the help and advice needed to quit smoking, which includes:

- Strategies to cope without tobacco;
- Dealing with cravings and withdrawal symptoms;
- Use of nicotine replacement therapy (such as the patches or gum).

5.2.2.

Council employees wishing to know more about group dates or other means of support including access to one to one sessions are advised to contact: Greenwich Stop Smoking Service on 0800 587 5833 (9am –5pm Monday -Friday)

There are also a number of telephone helpline services, which provide a friendly, listening ear on any aspect of quitting smoking:

NHS Smoking Helpline: 0800 169 0 169 (7am –11pm seven days per week) QUITLINE: 0800 002200 (9am –9pm seven days per week) or you can email QUIT for same day advice at stopsmoking@quit.org.uk

QUITLINE also operates in different languages:

Mondays Bengali 0800 00 22 44 1pm-9pm

Tuesdays Gujarati 0800 00 22 55 1pm-9pm

Wednesdays Hindi 0800 00 22 66 1pm-9pm

Thursdays Punjabi 0800 00 22 77 1pm-9pm

Sundays Urdu 0800 00 22 88 1pm-9pm

Staff may also like to access the following websites for help to quit:

www.givingupsmoking.co.uk

www.quit.org.uk

www.ash.org.uk

6. IMPLEMENTATION PERIOD

6.1.

The Greenwich Smokefree Policy comes into force on 15th May 2006. This policy forms part of the Local Conditions of Service Handbook and any breaches of Section 3 of the policy may be dealt with under the Council's normal disciplinary procedure. An initial breach of this policy will be dealt with in an informal advisory capacity, however, any member of staff who persistently fails to comply, despite having it brought to their attention may be subject to the Council's disciplinary policy and procedure.

6.2.

As the Council recognises difficulties that can be faced by smokers when attempting to quit there will be a short implementation period, until the 1st of July, before any agreed smoking breaks are discontinued. During this period smokers will continue to be allowed 10 minutes in the morning and the afternoon. They must inform their line manager and supervisor before doing so.

6.3.

This is to allow those staff who wish to quit smoking to seek access to help and support in doing so (see Section 5.). It will also allow those who do not wish to quit time to adjust to the requirements of the policy.