

Smoke Free Workplace

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**THIS MANAGEMENT STANDARD PROVIDES
DETAILED ACTIONS WHICH MUST BE ADHERED TO.**



Health and Safety Management Standards

Financial Services

Smoke Free Workplace

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Issued by:

Morag Johnston, Acting Executive Director, Financial Services

Signed:



Date: August 2017

Approved by:

John Paterson, Council Health and Safety Manager

Signed:



Date: August 2017

THIS MANAGEMENT STANDARD DOCUMENT SUPPLEMENTS AND SUPPORTS THE GLASGOW CITY COUNCIL HEALTH AND SAFETY POLICY

If you require to discuss the contents of this management Standard please contact Glasgow City Council's Health and Safety Group on 0141 287 5231

1. INTRODUCTION

1.1 Introduction

The scope of this management standard is limited in application to employees of Financial Services (FS) or others affected by their undertakings. The objective of this management standard is to ensure that employees are kept aware of the dangers of smoking in the workplace and to allow employees the benefits of working in a smoke free environment.

Financial Services have a “**No Smoking**” (this includes **electronic substitute cigarettes**) policy within all premises under its control. Managers and supervisors will be responsible for enforcing the Smoke Free Workplace Policy. It is the responsibility of employees to comply with the terms and conditions of the policy.

1.2 References

The Health and Safety at Work etc. Act 1974
The Fire (Scotland) Act 2005

The Fire Safety (Scotland) Regulations
The Prohibition in Certain Premises (Scotland) Regulations
The Management of Health and Safety at Work Regulations
The Workplace (Health, Safety and Welfare) Regulations

Glasgow City Council Health and Safety Policy
Financial Services Health and Safety Management Standards

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2. RESPONSIBILITIES

2.1 Acting Executive Director

The Acting Executive Director of Financial Services has the ultimate responsibility for health and safety within Financial Services (FS) however it is important to acknowledge that the Acting Executive Director's responsibility is shared.

The Heads of Service and Senior Management will be accountable within their areas of responsibility for the health, safety and welfare of staff, and other persons who may be affected by the Service's undertakings.

The Action Executive Director must ensure adequate resources are available to enable the Heads of Service and Senior Management to implement any measures necessary to comply with this management standard.

2.2 Heads of Service and Senior Management

The Heads of Service and Senior Management have a delegated responsibility for ensuring this management standard is implemented and complied with in respect of staff and premises under the control of, or otherwise occupied by Financial Service and reporting any matters regarding this standard out with their control to the Acting Executive Director .

In particular, that all Managers and Supervisors are aware of their responsibilities within this management standard and they are provided with adequate information, instruction and training in order that they can discharge their responsibilities.

2.3 Managers and Supervisors

Managers and Supervisors must ensure that all staff within their area of control are aware that smoking (including E-Cigarettes) is not permitted throughout FS premises.

This includes corridors, lifts, meeting rooms, kitchens, stairways, toilets and washrooms, receptions, rest areas and council vehicles. The use of private vehicles as smoking shelters while on council premises is not permitted.

Managers and Supervisors must ensure that education and training is provided for all employees, and that appropriate advice and assistance is arranged for those employees who request support to stop smoking.

Any complaint that someone is smoking on a FS Premises must be recorded, along with the outcome on the council **HANDS** [Incident Reporting System](#)

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2.4 Staff

Staff who smoke (including E-Cigarettes) must ensure that they comply with the requirements of this management standard by not smoking in FS premises.

This includes corridors, lifts, meeting rooms, kitchens, stairways, toilets and washrooms, receptions, rest areas and council vehicles. The use of private vehicles as smoking shelters while on council premises is not permitted.

Smokers must not congregate at areas where non-smokers pass e.g. main entrances.

Smokers are not entitled to breaks for smoking

2.5 Council Health and Safety Group (Operational Support Corporate Governance)

The Council Health and Safety Group (Operational Support Corporate Governance) will assist FS Managers in fulfilling their duties in regards to the implementation of this management standard and any associated regulations and guidance.

2.6 Council Health and Safety Group (Corporate Governance)

The Council Health and Safety Group (Corporate Governance) will assist the council in fulfilling their duties in regards to the governance and monitoring of health and safety within FS.

This monitoring will include conducting regular management system audits to make sure FS implement and comply with this management standard and the established key priorities.

3. INFORMATION AND INSTRUCTION

3.1 Smoke Free Workplace

Smoking (including E-Cigarettes) are not permitted within any FS premises or vehicle and applies to all staff, contractors, visitors etc. Premises are taken to include internal and external areas such as car parks, and internal courtyards within the boundary of the premises.

Smokers (including the use of E-Cigarettes) are not permitted to congregate at areas where non-smokers pass e.g. main entrances. Where staff, use their own vehicles on FS business and this involves the transport of colleagues, smoking is prohibited in the vehicle for the duration of the journey.

3.2 Notification of Smoking

Upon notification that staff, visitors, contractors etc. are smoking (including the use of E-Cigarettes) within a FS workplace, the Manager should advise:

- FS has a smoke free workplace policy;
- the premises or vehicle is a no smoking area and the no smoking signage is drawn to their attention;
- they are committing an offence and could be fined; and
- you as the Manager are committing an offence if you let anyone smoke and could be fined.

Contractors, visitors or members of the public who repeatedly and deliberately fail to comply will be advised that FS may refuse access to the premises if they continue to disregard the policy.

Any such complaint and outcome must be recorded within the council **HANDS** [Incident Reporting System](#)

3.3 No Smoking Signage

In order to advise employees, visitors, members of the public, contractors etc., that the premises and Council vehicles are non-smoking, appropriate signage must be displayed.

Managers in control of premises must ensure that the signage is displayed in a conspicuous place near to main entrance of building and that regular checks are made to ensure that the signage has not been damaged or removed.

In all premises at least one sign must be displayed at main entrance (refer to [Appendix 1](#)). The sign must be A4 size and must state the name of the designated person who complaints should be made to.

This designated person will be the Service Manager other senior member of staff in control of the premises.

Where the designated person is not available on site to receive and investigate any complaints then the next most senior member of staff should take responsibility.

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Where premises are fairly large additional signage may be displayed throughout the premise (refer to [Appendix 2](#) – A5 size).

In all council vehicles (pool cars, mini buses etc.) a no smoking sign must be displayed (refer to [Appendix 3](#)).

The sign must be A6 size and must state the name of the designated person who complaints should be made to.

The sign must be displayed on the side-boarding door of buses and on the dashboard of pool cars.

If you require replacement signage please contact Corporate Governance Operational Support on 287 3734.

3.4 Shared Premises

If a building is controlled by FS, all occupants must comply with this standard.

Where FS occupy another's building and their standards are higher than ours, we must comply with their standards and procedures. However, if their standard is lower than the FS management standard must be complied with.

3.5 E-Cigarettes

E-Cigarettes are increasingly being used by smokers who view them as the 'healthier' alternative to traditional cigarettes or tobacco. However they are **not permitted to be used or charged** within council premises and / or vehicles and **must be** smoked externally in line with current policy.

Prohibiting their use will:

- avoid the impression that smoking is a normal or desirable activity; and
- give the impression to others who may not realise it is an e-cigarette and assume it is acceptable to smoke.

In addition:

- evidence based strategies should be used advising staff of the health risks associated with smoking and the importance of stopping smoking;
- advice should be provided regarding approved and tested nicotine replacement therapy to assist with stopping smoking;
- E Cigarettes should not be recommended as a smoking cessation aid or a lower risk option than continuing to smoke due to a lack of evidence of their safety and efficacy; and
- advice should be given that it is better not to use any form of nicotine in the long term.

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There is also research suggesting that there has been insufficient evidence produced supporting the safe use of E-Cigarettes.

Impartial studies such as Harvard reports and US Food and Drug Administration research state that the vapour has been found to contain detectable levels of several known carcinogens and toxic chemicals to which users could potentially be exposed. The reports also suggest that by simulating the use of cigarettes, E-Cigarettes might reactivate the habit in ex-smokers.

3.6 Support for Smokers

FS recognise that passive smoking adversely affects the health of all staff and the difficulties staff members who wish to give up smoking may face.

To obtain further information on what support services are available staff should contact:

- their own GP;
- Smoke line on 0800 84 84 84; and
- GCC Corporate Services HR on 287 0402.

Alternatively staff can access all relevant and up to date information on Connect by clicking on the following the link:

[Smoking](#)

[EAP Want to quit smoking?](#)

4. TRAINING

4.1 Health and Safety Management

FS have access via the Council Health and Safety Group (Corporate Governance Operational Support) to a range of health and safety courses.

Managers are required to attend the Health and Safety Management training and can reserve places on the course by following the nomination process and completing the [Online Form](#).

Please see the FS [Health and Safety Training](#) menu for further information and guidance.

In addition to this all staff within FS have access to Glasgow Online Learning Development Programme (GOLD) which also offers the Health and Safety Management Systems e-learning training course which can be accessed by clicking the following link:

[Glasgow Online Learning Development \(GOLD\)](#)

5. MONITOR AND REVIEW

As part of the council's health and safety management system, the Council Health and Safety Group (Corporate Governance Operational Support) will conduct regular audits and inspections to monitor the implementation of this management standard.

The Council Health and Safety Group (Corporate Governance) will conduct regular management system audits to ensure Financial Services implement and comply with this management standard.

The Council Health and Safety Group (Corporate Governance Operational Support) will also review this management standard at yearly intervals from the date of approval or sooner as a result of a change in legislation or some other event i.e., a major accident or incident, ill health and absence sickness records, a review of the associated risk assessment, health surveillance data etc.

Feedback from the audit and inspection process will be considered as part of the review. Where necessary, amendments will be made to the document and thereafter it will be issued to the service for implementation.

All Managers must ensure their local procedures are updated to reflect any changes.

Health and Safety Management Standards

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Document Information

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Version History

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Mar 15	1.0	Lynn Brown	John Paterson	Smoke Free Workplace Management Standard (1 st Issue)
Aug 17	2.0	Morag Johnston	John Paterson	'Document Control' sheet added. This document has been completely reviewed to reflect the changes to the FS management structure and the councils' health and safety management system. The ultimate responsibility for health and safety within FS has changed from Lynn Brown (Executive Director) to Morag Johnston (Acting Executive Director). The Assistant Director post has been deleted from this document. S4.1 The training process has changed. S5 MS review changed to annually.