

Policy title: Smoke Free Policy



Policy Control

Policy reference:	CS21
Title of Policy:	Smoke Free Policy
Version:	4
Directorate / Departmental ownership:	Corporate Services/ Safety, Health and Emergency Planning
Officer responsible:	Kelly McNiff
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Review date:	April 2026
Equality screening and Rural Needs Impact Assessment completed by:	C Moffett & K McNiff
Equality screening and Rural Needs Impact Assessment date:	20 June 2022
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Contents

Content	Page Number
Statement	2
Aim of this policy	2
Scope of the policy	2
Related policies and legislation	2
Definitions	2
Department & Officer responsible	2
Policy approval process	3
Review date	3
Procedures and arrangements for monitoring the implementation and impact of the policy	3
Equality screening	3
Rural Needs Impact Assessment	4

1. Title of policy

Smoke Free Policy

2. Statement

Smoking is prohibited throughout all Newry, Mourne and Down District Council (NMDDC) premises (workplaces and vehicles) with no exceptions and is only permitted at the designated smoking areas.

3. Aim

The aim of this policy is to comply with the Smoking (Northern Ireland) Order 2006 in providing a smoke free environment for all employees, customers and visitors in all enclosed council facilities and vehicles within NMDDC and provide support to Elected Members and employees who smoke and/or wish to stop smoking. The use of Electronic cigarettes/vapourisers (e-cigarettes) is prohibited in Council premises and vehicles.

4. Scope

The policy covers ALL users of Council premises and vehicles and the duties that apply to them in relation to compliance and enforcement of this policy.

5. Related policies and legislation

NMDDC – Corporate Health and Safety Policy
NMDDC - Disciplinary & Dismissal Procedure December 2017 (came into effect July 2018)
The Northern Ireland Local Government Code of Conduct for Councillors

6. Definitions

- Vehicles – council owned 'fleet' vehicles
- Users – include Elected Members, employees and those who hire or use Council facilities including contractors, agency workers, visitors and customers
- Electronic cigarettes (e-cigarettes)/ vapourisers – can be used as an aid to reduce or stop smoking, however they are not prescribed by the NHS. The activity of using an e-cigarette can also be referred to as 'vaping'.

7. Department and Officer responsible

Directorate / Department	Corporate Services/ Safety, Health and Emergency Planning
Officer(s) responsible for developing the policy	Kelly McNiff

8. Policy approval process

Meeting	Date
Strategy, Policy and Resources Committee	15 June 2017
Monthly Council Meeting	3 July 2017

9. Review Date

The policy will be reviewed in line with the Council's agreed policy review cycle i.e. every 4 years (as per Council's Equality Scheme commitment 4.31), or sooner to ensure it remains reflective of legislative developments.

10. Procedures and arrangements for monitoring the implementation and impact of the policy

A separate procedure document is in place to ensure the on-going monitoring and implementation of this Policy and includes arrangements for the following:

- Council premises and vehicles;
- Use of Nicotine Replacement Therapies (NRTs), Electronic Cigarettes (e-cigarettes)/ Vapourisers;
- Duties of all users; and
- Assistance for Elected Members/ Employees who smoke and/or wish to stop smoking.

11. Enforcement of this Policy

Breaches of the Policy by employees will be addressed through the relevant Council Disciplinary Policy and Procedures.

Breaches of the Policy by Elected Members will be addressed through the Northern Ireland Local Government Code of Conduct for Councillors.

Customers or Visitors who breach this policy will be asked to stop smoking or using an e-cigarette/ vapouriser will be asked to leave the premises if they fail to comply with this request. All breaches of this policy will be recorded in writing by the Council.

In addition to action taken under this policy, the Council, as enforcers of the Smoking (Northern Ireland) Order 2006, may take legal action against individuals (employees, Elected Members, customers and/or visitors) who smoke in designated smoke-free places and/or vehicles.

12. Equality Screening

The policy has been equality screened and the outcome is that it not be subject to an EQIA (with no mitigating measures required)

13. Rural Needs Impact Assessment

Due regard to rural needs has been considered and a rural needs impact assessment has been completed.