

# Black Sluice Internal Drainage Board

## Policy No: 33 Smoking Policy

Review Dates:

Original Issue	10 December 2014
Board Approved	30 October 2019
Due for Review	

### Introduction

This smoking policy seeks to guarantee the right of all employees and visitors to breathe air free of tobacco smoke and to comply with smoke-free legislation included in The Health Act 2006. Passive smoking, has been medically proven to cause lung cancer and heart disease in non-smokers, also been proven to cause asthma and migraine attacks, as well as other serious illnesses and minor conditions.

### The Penalties for Non-Compliance with the Legislation

- Failing to display no-smoking signs in premises covered by the law (£200 fixed penalty notice, or up to £1,000 Court fine);
- Smoking in a smoke-free place (£50 fixed penalty notice, or up to £200 Court fine);
- Failing to prevent smoking in a smoke-free place (up to £2500 Court fine).

### The Management of this Policy

It is the policy of Black Sluice Internal Drainage Board that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment. Smoking is not permitted in any part of the premises, or within one metre of an entrance or window, including pumping stations, company vehicles and machines at any time. At the Board's headquarters smoking is only permitted in the designated smoking shelter.

This policy also covers the use of Electronic Cigarettes.

### Adequate Signage and Facilities for Disposal of Smoking Refuse, etc.

Managers/Supervisors are responsible for ensuring the implementation and maintenance of this policy. Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all vehicles and machines. Smokers are responsible for disposal of cigarette litter including discarded cigarette butts, cigarette packets, matches and match boxes.

Smoking litter should be disposed of in designated bins and not discarded on the ground.

### Enforcement of the Smoke-Free Legislation

Council enforcement officers have the power to enter no-smoking premises to determine whether the law is being upheld. They also assess whether or not those in control of the premises have taken all reasonable precautions to avoid people smoking.

All staff have a personal responsibility in ensuring their personal compliance and in ensuring that all those who enter the premises are made aware of the policy. Those who do not comply with the smoke-free law may be liable to a fixed penalty fine and possible criminal prosecution.

## **Help for those who Smoke**

It is recognised that the smoking policy will impact on smokers' working lives. Black Sluice IDB will support those staff that would like to quit smoking

The following free services are available to assist smokers to quit:

- NHS Smoking Helpline 0300 123 1044
- Lincolnshire Phoenix Stop Smoking Service 0800 8401533

## **Non Compliance**

Disciplinary procedures will be followed if employees do not comply with this policy.