

WITHAM AND HUMBER DRAINAGE BOARDS

Four independent statutory Land Drainage and Flood Risk Management Authorities working in partnership.



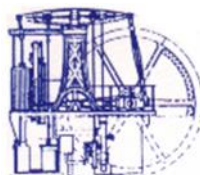
Witham First District IDB

www.witham-1st-idb.gov.uk



Upper Witham IDB

www.upperwitham-idb.gov.uk



Witham Third District

www.witham3idb.gov.uk



North East Lindsey

www.northeastlindsey-idb.org.uk

Smoke-free Policy

Background	The 4 Boards recognise the importance of effective implementation of their duties of care and in complying with current Health and Safety legislation.
Statement	The 4 Boards recognise that tobacco smoke is a well-documented major health threat. The presence of tobacco smoke in the working environment therefore has significant consequences for employees. Smoking is the most prominent cause of preventable deaths in Britain. It causes many debilitating illnesses.
Responsibilities	Chief Executive for Implementing the scheme and ensuring that employees have necessary information. HR Lead and Line Managers to ensure that employees have the necessary information and that relevant forms are completed. HR Lead and Senior management team to review the policy
Training	HR Lead to offer support, guidance and training in the most appropriate approach
Equality and Diversity	This policy aims to meet the requirements of the Equality Act 2010 and ensure that no employee receives less favourable treatment on the grounds of gender, sexual orientation, transgender, civil partnership/marital status, appearance, race, nationality, ethnic or national origins, religion/belief or no religion/belief, disability, age, carer, pregnancy or maternity, social status or trade union membership.
Association of Drainage Authorities (ADA)	Local Policy in Line with ADA Lincolnshire Branch White Book of Wages and Salaries and Conditions of Service, 2019
Dissemination	Board Website
Version	V3
Approval Date	Joint Services Committee 20.07.20
Review Date	Within 3 years, or as and when policy guidance changes

1. Introduction

- 1.1 Tobacco smoke is a well-documented major health threat. The presence of tobacco smoke in the working environment therefore has significant consequences for employees. Smoking is the most prominent cause of preventable deaths in Britain. It causes many debilitating illnesses including cancer, heart disease, bronchitis and

emphysema. In addition to the impact of smoking on smokers, the harmful effect of second-hand smoke is now established beyond reasonable dispute.

- 1.2 Second-hand smoke can exacerbate asthma, and can cause heart disease, strokes and lung cancer in exposed adults. The harmful composition of tobacco smoke makes second-hand smoke extremely hazardous. Tobacco smoke contains over 4000 chemicals in gaseous and particle form many of which are poisonous and can cause cancer - these include tar, carbon monoxide, nitrous oxides and hydrogen cyanide.
- 1.3 E-cigarettes, personal vaporizers (PVs), and electronic nicotine delivery systems (ENDS) are battery operated devices that mimic tobacco smoking and are often used as a replacement for cigarettes. They produce a vapour, including flavoured aromas either with or without nicotine, rather than traditional smoke. Although E-cigarettes are outside the scope of smoke free legislation, all support, boundaries and responsibilities encompassed within this policy are deemed applicable to the use of E-cigarettes within premises or grounds including Witham House, the 4 Depots and all Pumping Stations and grounds.
- 1.4 The 4 Boards carry out their duty of care as employers and in complying with current Health and Safety legislation. As well as a duty to protect the health of employees and visitors, the 4 Boards have a duty to safeguard their property. Therefore, this policy is also intended to minimise the risk of fire caused by employees or visitors smoking in unauthorised areas.
- 1.5 The 4 Boards will promote public health and create an environment that minimises the health risks to employees and to visitors.
- 1.6 Inherent within all practices, the 4 Boards are committed to the principles of diversity, equality of treatment and equality of opportunity and believes that direct or indirect discrimination against any person is unacceptable.

2. Aims and Objectives

2.1 This encapsulates the following:

- To protect all employees, visitors and members of the general public who access any site or enter any establishment or enclosed space owned or used by the 4 Boards for any undertaking whatsoever, from exposure to second-hand smoke.
- Protecting people from the health risks of passive smoking.
- To encourage a healthier workforce that recognises the benefits of a smoke free environment.
- To ensure legal compliance
- To ensure that all staff and visitors including contractors clearly understand their obligations under this policy.

3. Boundaries of Application

3.1 There will be no smoking including use of e-cigarettes in any buildings and vehicles owned or leased by the 4 Boards. Smoking inside machinery, cars and vans is prohibited. Smoking by employees will not be permitted whilst on the Boards' business, either within or outside sites, premises or vehicles.

4. Responsibilities

4.1 Managers' responsibilities

- 4.1.1 All members of staff that assume managerial responsibility are required to support the application of the organisations' Smoke-free policy.
- 4.1.2 Managers are to ensure that all staff in their area of responsibility are made aware of the Smoke- free policy.
- 4.1.3 Ensure all visitors and contractors etc. that enter their area of responsibility are aware of the Smoke-free policy.
- 4.1.4 Ensure that any member of staff in their area who smoke and wish to stop, receive appropriate advice and support from the HR Lead.
- 4.1.5 In cases where counselling and support fail and staff persistently do not adhere to the policy on smoking, managers should refer to the organisations' HR Lead. Managers are expected to liaise with the HR Lead taking advice under the disciplinary policy and procedure to agree action to be taken.

4.2 Staff responsibilities

- 4.2.1 All staff must be familiar with this policy in order to contribute towards its application. All employees are to politely remind visitors of the Smoke-free policy if they consider them to be in breach of the policy by smoking in the Boards' premises.

5. Smoke breaks

- 5.1 Smoke breaks (this does not include lunch breaks) are unpaid breaks and as such staff should ensure that their working day is extended to cover any time taken for the purpose of smoking. Time away from work to take a 'smoke break' should be agreed with line managers and should be compliant with this policy.