

St Andrew's United Reformed Church
Upper Hanover Street, Sheffield, S3 7RQ

Smoke Free Policy Statement

Date

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1.0 - Purpose of the policy

1.1 - This policy encompasses the range of responsibilities that **St Andrew's URC** has as a church, an employer and facilities provider in promoting healthy lifestyles.

1.2 - All of **St Andrew's URC** grounds and workplaces are smoke-free in accordance with the Health Act 2006 and associated regulations. All staff and visitors have the right to a smoke-free environment.

1.3 - This policy covers all employees, officers, and users of the facilities, contractors, volunteers, interns, casual workers, worshipers and visitors. Anyone visiting the **St Andrew's URC** premises must comply with the smoking restrictions set out in this policy.

1.4 - This policy is concerned with when and where employees and all users of the facilities smoke, and the effect this has on visitors and colleagues.

1.5 - Objectives:

- To underpin **St Andrew's URC's** role in reducing local smoking prevalence and promoting a smokefree culture.
- To protect staff from the harms associated with tobacco use
- To protect customers, visitors and contractors from the harms associated with tobacco use
- To set an example to local people, employers, users and workforces
- To protect the reputation of **St Andrew's URC**
- To ensure all staff are aware of their responsibilities in relation to the rules set out in this policy
- To ensure that people who smoke have access to support to manage workplace restrictions, or to stop smoking
- To support customers (users) and visitors in complying with the policy

2.0 - Responsibilities of managers

2.1 - Managers are responsible for implementing this policy in accordance with the Public Health White Paper, Choosing Health, Health Act 2006 and the Health and Safety at Work Act 1974.

2.2 - Line managers (administrator) are expected to ensure that staff, customers, and visitors are aware of the Smokefree Policy.

2.3 - Line managers should ensure that staff who smoke are aware of their relevant local Stop Smoking Service, **St Andrew's URC's** supportive approach to staff who wish to stop smoking, and their staff's entitlement to attend in work time where operationally feasible.

2.4 - Line managers should allow staff reasonable paid time off to attend approved, evidence-based stop smoking interventions if requested, subject of course to the needs of the service.

2.5 - On no occasion should line managers take a confrontational approach to matters relating to staff smoking. Staff who experience difficulties in the application of the policy should be offered support and encouragement. Disciplinary action should only be implemented should all other methods fail.

2.6 - Line managers should reassure employees who smoke that:

- They are not required to stop smoking if they do not wish to do so but that smoking can only take place within designated areas away from the premises
- If they do not wish to stop smoking, they may like to use over the counter, or prescription nicotine replacement products while at work to help them manage their workplace responsibilities and comply with the requirements of the policy. This does not include e-cigarettes also known as vapes.
- They may smoke during unpaid breaks in the working day in designated smoking areas.

3.0 – (OPTIONAL) Responsibilities of the Management Team

3.1 - Job advertisements will include reference to the Smokefree Policy.

3.2 – The Management Team will be responsible for initiating reviews of this policy as appropriate.

3.3 - Ensure that staff induction includes reference to smokefree policy and local Stop Smoking Service support.

3.4 - Ensure that contracts of employment refer to the conditions of this Policy.

4.0 - Where smoking is banned

4.1 - Smoking is not permitted in any enclosed or substantially enclosed premises and all external compounds within **St Andrew's URC**. The ban applies to anything that can be smoked and includes, but is not limited to, cigarettes, electronic cigarettes, pipes (including water pipes such as shisha and hookah pipes), cigars and herbal cigarettes.

4.2 – 'No Smoking' signs are displayed within the premises.

5.0 - Responsibilities of staff who smoke

5.1 - Staff may smoke in unpaid break times during their working day. Staff are not permitted to smoke during paid work time.

5.2 - Smoking on premises is only allowed away from the grounds of St Andrew's URC.

5.3 - These rules also apply during circumstances such as evacuation of the building during a fire alarm.

5.4 - Tobacco related litter must be disposed of appropriately at all times.

6.0 - Visitors and contractors

6.1 - All visitors and contractors should be made aware of **St Andrew's URC's** Smoke free

Policy and must adhere to it during their time on **St Andrew's URC's** premises.

6.2 - Contracts or agreement of use of the facilities with **St Andrew's URC** will stipulate adherence to this Policy as a contractual or term-of-use condition.

7.0 - Support for people who smoke

7.1 - **St Andrew's URC** recognises its duty towards employees who smoke and reducing smoking prevalence within the population.

7.2 - Smokefree Sheffield offers free advice and help <https://smokefreesheffield.org>

7.3 - Free Stop Smoking Support - Free Specialist Support <https://yorkshiresmokefree.nhs.uk>

8.0 - Electronic cigarettes

8.1 - Staff may use electronic cigarettes and other similar electronic nicotine containing products during unpaid break times during their working day. Use is not permitted during paid work time.

8.2 – Staff, visitors or users are not permitted to charge electronic smoking devices on **St Andrew's URC** premises.

9.0 - Monitoring and review

9.1 - A review of the Policy will be conducted annually to ensure that it continues to meet the aims and objectives it seeks to fulfil and meets the needs of the organisation.

Such reviews will include:

- Assessing effectiveness of implementation
- Ensuring that the Policy and local Stop Smoking Service information is up to date
- Assessing and reviewing designated smoking areas

9.2 - Comments or queries related to this policy should be directed to (OPTIONAL): **The Administrator or The Management Team**

10.0 - Breaches of the policy

10.1 - Dropping of cigarette ends and associated litter and any other breach of this policy will be regarded as misconduct and will be dealt with under **St Andrew's URC's** management procedures.

10.2 - In serious cases, breaches of this policy may be treated as gross misconduct and **St Andrew's URC** may use its disciplinary policy and procedure to deal with the matter.

10.3 - Smoking in smoke-free premises is also a criminal offence and may result in a fixed penalty fine and/or prosecution.

11.0 - Definitions

11.1 - 'Smoke Free' does not refer to whether you smoke, but where and when you smoke.

11.2 - The terms 'Staff' or 'Employees' refer to all people working for **St Andrew's URC**, including staff from other organisations hosted within **St Andrew's URC** premises and volunteers.

11.3 – '**St Andrew's URC** premises' includes buildings, the courtyards and patio owned for church, community and private business.

Date

Sign.....