

# The Church of St. Patrick Drumbeg Smoking Policy

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## 1 **INTRODUCTION**

Church of Ireland House aims to provide a working environment that is safe, which minimises any risks to health and which makes adequate arrangements for our employees' welfare whilst they are at work.

Employees who smoke endanger not only themselves, but also others who do not smoke, by passive smoking. Passive smoking (breathing other people's tobacco smoke) has been shown to cause lung cancer and heart disease in non-smokers, as well as many other illnesses and minor conditions. Inhaling other people's tobacco smoke is both a health hazard and a welfare issue. In addition, smoking can constitute a fire risk.

Church of Ireland House has adopted the following policy concerning smoking within the workplace. This policy is not contractual, but sets out how we intend to manage smoking within our workplace.

## 2. **SCOPE OF THIS POLICY**

This policy applies to all employees and workers, regardless of seniority and whether their work environment is shared with others.

Visitors are also requested to refrain from smoking in non-smoking areas, as are any other people e.g. contractors, customers/clients, temporary staff or students working on our premises.

### **3. AIMS OF THIS POLICY**

This policy seeks to guarantee to non-smokers the right to work in air that is free of tobacco smoke, whilst also taking account of the needs of those who do smoke.

### **4. LEGAL CONSIDERATIONS**

The following pieces of legislation apply to this policy:

- The Smoking (Northern Ireland) Order 2006. In addition, employers have a common law duty to provide a safe place and system of work under the Health and Safety at Work etc (NI) Order 1978.

### **5. DEFINITIONS**

Section 2 of The Smoking (Northern Ireland) Order 2006. defines smoking as "smoking tobacco or anything which contains tobacco, or smoking any other substance" and states that "smoking includes being in possession of lit tobacco or of anything lit which contains tobacco, or being in possession of any other lit substance in a form in which it could be smoked".

"Enclosed" means premises that have a ceiling or roof, and (excluding doors, windows and passageways) are wholly enclosed whether permanently or temporarily. Tents and marquees are therefore classed as enclosed.

### **6. AREAS WHERE SMOKING IS PROHIBITED**

Smoking is prohibited within the joint perimeter boundary of the Church and Church Hall, (Parish grounds), and in any enclosed area on our premises. When working away from our premises on Parish business, our employees should adhere to our policy of not smoking.

### **7. CAR PARKS AND ENTRANCES**

In many workplaces, those who smoke do so just outside the entrances and exits to the premises. We believe that this does not present a professional image. Accordingly, employees and workers are therefore not permitted to smoke outside any of the gates of the Parish grounds as defined above.

### **8. VEHICLES**

Smoking is not permitted in any vehicle being used for Parish Business. All of our vehicles must have a "No Smoking" sticker clearly displayed inside the vehicle.

### **9. AREAS WHERE SMOKING IS ALLOWED**

There are NO designated external smoking areas.

## **10. ASSISTANCE TO THOSE WHO WISH TO CEASE SMOKING**

We recognise that passive smoking adversely affects the health of anyone subjected to this. We are not concerned with whether anyone smokes (which is a personal choice), but with where they smoke and the effect that this has on their non-smoking colleagues.

However, we recognise that some employees may wish to reduce or give up smoking, but may have difficulty in doing so. We endorse the use of any treatments or therapies recommended by a GP or cessation clinic. To assist such employees, any help offered e.g. leaflets and advice are available from either the [Rector](#) or their own [General Practitioner](#), we will pay for the cost of any course and allow up to five hours off to attend any course that will assist smokers in quitting, [further free advice is available from the NHS smoking helpline and from its website: <http://smokefree.nhs.uk/>, in-house support groups etc.](#)

## **11. ELECTRONIC CIGARETTES (E-CIGARETTES)**

Electronic cigarettes ('e-cigarettes') are battery-powered products that use heat to release a visible vapour that contains liquid nicotine that is inhaled by the user. They are designed to replicate smoking behaviour without the use of tobacco, and some look very similar to conventional cigarettes. [However, at present, we regard the use of these as "smoking".](#)

Whilst we accept that many users of electronic cigarettes are using these as an aid to give up or reduce smoking, they are prohibited within the Parish grounds as defined previously in this document.

## **12. VISITORS, CONTRACTORS AND TEMPORARY STAFF**

Visitors, clients/customers, suppliers, contractors and temporary staff are also all expected to comply with this policy. Employees who are meeting visitors, or who are responsible for temporary staff or contractors, are required to politely explain our policy and to ensure such people comply with it. Any refusal to comply with this should be immediately referred to the [Rector](#).

Appropriate "no smoking" signs will be displayed prominently at all entrances to our premises.

## **13. COMMUNICATION OF THE POLICY**

All employees and workers will be informed of this policy, and a copy will be available on request from the [H&S Officer](#). New recruits will be informed of the policy during their induction and our rules on smoking fully explained to them.

A summary of the rules on smoking will be displayed on notice boards.

#### 14. ENFORCEMENT OF THIS POLICY

Smoking in any area of the Parish grounds or premises will be regarded as general misconduct and will be dealt with in accordance with our disciplinary procedure. However, any breach occurring in or near any of the following areas which have a high risk of fire will be regarded as gross misconduct, e.g. Parish premises or areas within the Parish grounds which contain flammable materials.

Employees and workers are entitled to complain if this policy is breached. No employee or worker shall suffer any detriment as a result of making such a complaint.

Any employee concerned about the implementation of this policy, or who has concerns for his/her health and safety at work, should raise these in the first instance with his/her manager. If appropriate action is not taken to resolve the situation within five working days, he/she should raise the issue with the [Rector](#).

#### 15. RELATED POLICIES AND DOCUMENTS

We also have the following related policies and documents: e.g. Health and Safety Policy; Health and Safety Rules, Fire Safety Policy and "No Smoking" notices.

#### 16. IMPLEMENTATION, MONITORING AND REVIEW OF THIS POLICY

This policy will take effect from **1<sup>st</sup> December 2016**.

The [Rector and Health and Safety Officer](#) has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (**at least annually**) and additionally whenever there are relevant changes in legislation or to our working practices.

Employees will be consulted about any proposed changes, and adequate notice given of these.

Any queries or comments about this policy should be addressed to The [Rector or Health and Safety Officer](#).

#### POLICY REVIEW DATES

<b>9<sup>th</sup> February 2018</b>			