



Smoke Free policy	
Reference: GN25	Effective date: 1 June 2012
Page no: 1 of 3	Approved: 6 June 16
Last revised 24 April 2022	Next revision due: April 2024

Introduction

Windmill Hill City Farm has a responsibility for the health of staff and visitors in its buildings. The Farm acknowledges that smoking or breathing other people's smoke is a health hazard and a welfare issue, which is proven to cause ill health.

This policy recognises that cigarette smoke including second-hand smoke adversely affects the health of employees. It is not concerned with whether anyone smokes, but with where they smoke and the effect this has on visitors and colleagues. This policy is also in line with national legislation, which bans smoking in all enclosed public places.

The Farm encourages its employees to refrain from smoking at any time as this will help the health of the employee. It falls outside the power of the organisation to impose this.

Aims

This policy aims to:

- Provide a healthy working environment and protect the current and future health of employees and visitors
- Provide the right of everyone to breathe air free from tobacco smoke
- Comply with health & safety legislation and employment Law
- Raise awareness of the dangers associated with exposure to tobacco smoke
- Take account of the needs of those who choose to smoke and to support those who wish to stop

Policy

Since summer 2007 all workplaces in England and Wales have had to be smoke free. Section 2(2) of the Health and Safety at Work Act 1974 places a duty on employers to '...provide and maintain a safe working environment which is, so far as is reasonably practical, safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work.'

Breathing other people's tobacco smoke and side stream smoke has been shown to cause lung cancer and heart disease in non-smokers, as well as many other illnesses and conditions.

General Principles and Scope

This policy seeks to:

- Protect the health of staff
- Protect the health of visitors and contractors
- Inform staff and managers of their responsibilities in respect of the policy
- Support smokers to help them cope with increased restrictions or to stop smoking

This policy will apply to all staff, visitors, contractors and other persons who enter the premises of Windmill Hill City Farm.

Restrictions on Smoking

Smoking is not permitted in any part of the buildings, grounds or entrances of the City Farm at any time by any person regardless of their status or business with the organisation.



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Visitors

All visitors, contractors and couriers are required to abide by the smoke free policy. Staff members are expected to inform visitors of the policy. However, they are not expected to enter into any confrontation that may put their personal safety at risk.

It is against the law for anyone under the age of 16 years to smoke. It is illegal for anyone under the age of 18 years to either buy or sell tobacco. The Farm fully supports and enforces this law.

Staff

Under the Health and Safety at Work Act 1974, employees have duties to take reasonable care for the health and safety of themselves and others and to co-operate with the employer as far as is necessary to enable the employer to comply with the requirements of the Health and Safety Work Act.

Employees who wish to smoke may do so in their own time during lunch breaks. Employees will not be permitted to smoke whilst carrying out their duties and responsibilities for the Farm. Smokers are requested to smoke outside of the Farm's grounds only and to dispose of litter appropriately.

Contractors

Contractors working on behalf of the Farm should adhere to this policy. The following wording should be added to contractor agreements:

"Windmill Hill City Farm has a duty to protect the health of its employees. As part of this, contractors undertaking work on behalf of the Farm will abide by the Farm's smoke free policy which requires staff to refrain from smoking whilst at work."

Support for smokers

The Farm recognises its duty towards employees who smoke and provides support through its workplace wellbeing activity.

Staff can access help to stop smoking through the Bristol Stop Smoking service run by Everyone Health in partnership with Bristol City Council: [Stop Smoking Service - Everyone Health Bristol](#)

Sales of Tobacco Products

The sale of any tobacco products is not allowed on Windmill Hill City Farm premises.

It is a criminal offence for anyone to sell, transport or possess illegal tobacco products. Penalties for such offences may include imprisonment and/or fines including fines of up to £5,000 for any manager allowing the premises to be used for such activities.

The selling, storing and dealing in any way of illegal cigarettes and tobacco on the premises will not be tolerated. The company will fully co-operate with law enforcement agencies, such as HM Revenue and Customs, in their investigations. Any such illegal activity will be considered as gross misconduct and will result in appropriate disciplinary action.



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Implementation of the Policy

Should an individual or group of individuals infringe this policy the manager should invoke disciplinary procedures. Day-to-day responsibility for implementation lies with the Chief Executive and line managers, to ensure that everyone entering the Farm understands that smoking is only allowed in the designated area, clear signs will be displayed.

Tenders and contracts with the Farm will stipulate adherence to this policy as a contractual condition.

Breach of Procedure

Any member of staff refusing to observe the policy by smoking on site or in company vehicles will be liable to disciplinary action in accordance with the Farm's Disciplinary Policy.

In the event of a breach of the policy by a visitor or staff member of other organisations, they should be asked to extinguish all smoking materials and be informed of the availability of any external smoking areas. If they continue to smoke the matter should be referred to the appropriate manager. Staff are not expected to enter into any confrontation that may put their personal safety at risk.

In the event that staff of other organisations continue to breach the policy, the appropriate organisation should be advised in writing of the requirements of the company and the consequences of breaching these requirements.

Monitoring and reviewing

The following will be monitored:

- That prospective employees are advised of the policy
- That the company's policy forms part of the induction programme
- That contracts of employment, refer to the non-smoking conditions
- That there is adequate, clear signage indicating which areas are smoke free and the location of the external smoking areas.

This policy will be reviewed periodically to ensure it continues to meet the aims of the original policy.

Use of e-cigarettes and vaporisers

The City Farm recognises the potential benefit of e-cigarettes as a means towards reducing the harm of cigarettes on smokers. Equally it acknowledges that their use can 'normalise' smoking habits (particularly in view of children), create nicotine dependence in former non-users and can be regarded as a nuisance by other people.

On balance the organisation has decided that the use of e-cigarettes is not permitted anywhere on site.