



Smoke Free Procedure

This procedure is part of North Yorkshire Police policy to which all Chief Constable Personnel and the functions provided by the Police, Fire and Crime Commissioner are required to adhere.

Procedure Statement

This procedure has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006.

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

It is North Yorkshire Police (NYP) policy that all of our workplaces are smoke-free, and all employees have a right to work in a smoke free environment.

Smoking is prohibited throughout the entire workplace with no exceptions; this includes NYP vehicles, and applies to all employees, consultants, contractors, and customers.

This policy includes the use of all electronic smoking devices which will be treated in the same way as cigarettes, cigars and pipes.

Smoking areas have been designated on some sites, where smoking is permitted on site; it shall be in the designated area only. Smoking will not be allowed in private vehicles parked on any NYP property. This applies to all employees, consultants, contractors or visitors.

Where a designated area has not been allocated then smoking is NOT permitted on that site and alternative arrangements will need to be made. Staff and officers are reminded that identification such as a uniform must be covered up whilst smoking off site.

Districts wishing to apply to have a designated smoking area, must seek permission from their Head of Department or Function, the impact of the request will be addressed at the local Health & Safety meeting. If permission is granted, the H&S Committee must inform Head of Estates and Sustainability and the Health and Safety Manager who will determine through a risk assessment the suitability of the site. It should be noted that permission granted will not automatically mean that the request can be accommodated.

If a facility is granted permission then suitable receptacles will be supplied for disposal of cigarettes in the allotted locations. It will be the responsibility of smokers to ensure that the area is kept clean and tidy, failure to do so will result in the facility being rescinded.

Implementation

Overall responsibility for implementation and review rests with the Deputy Chief Constable (DCC) through Senior Operational Commanders, Head of Department or Function and persons in control of NYP premises. All staff are obliged to adhere to, and facilitate the implementation of the procedure.

The person(s) named above shall inform all existing employees, consultants and contractors of the procedure and their role in its implementation and monitoring. All new personnel will be informed of this procedure on joining the organisation and informed about where to obtain a copy.

Appropriate 'No smoking' signs will be clearly displayed at the entrances to all NYP premises and in NYP vehicles.

Other Documents:

Health Act 2006

Process

Smoking Breaks

Police officers and police staff are not to be granted extra breaks from work (often referred to as 'smoke breaks') to enable them to leave NYP premises or land when they wish to smoke. They will be able to smoke in designated areas or off NYP premises/land during their normal meal break periods.

All breaches of this procedure will be investigated and the appropriate disciplinary action taken.

Non-NYP Premises

Where NYP officers and staff are required to work other than at NYP premises e.g. officers taking witness statements in private dwellings, it will be at the officer's discretion to request that those being interviewed refrain from smoking or alternatively arrange for the interview to take place at NYP premises.

The legislation does not address the position of the undercover officers. Any place an undercover officer visits whilst on duty, becomes a place of work and therefore the smoke-free legislation applies (Health Act 2006). However, NYP recognises that officers must exercise their own discretion on a risk assessment basis.

Non-compliance

Local disciplinary procedures should be followed if an officer/police staff member does not comply with this procedure. Those who do not comply with the Health Act 2006 are also liable to a fixed penalty fine and possible criminal prosecution.

Help to Stop Smoking

The National Health Services (NHS) offer the following free services to help smokers give up:

- Local NHS Stop Smoking Services
- NHS Smoking Help line on 0800 169 0 169 to find your local service or text 'give up' and your full postcode to 88088.
- www.smokefree - an online resource for all the advice, information and support you need to stop and stay stopped
- Together - this support programme is free to join, and is designed to help you stop smoking using both medical research as well as insights from ex-smokers. For more information call the NHS Smoking Helpline.

Responsibilities

Senior Operation Commanders/Head of Department or Function

- Enforce this procedure and ensure that breaches are disciplined appropriately

First Line Supervision

- Enforcement of this procedure to ensure that those officers/staff under their control who smoke, do so in compliance with this procedure

Operational officers/police staff

- must comply fully with this procedure.