



Smoking at Work Policy

Last updated 26 June 2014

POLICY RECORD DETAILS	
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POLICY OWNER:	Policy and Diversity Manager HR Head of Risk and Business Continuity
CONTRIBUTORS: (By Job title, department, directorate)	
Trade Union	Policy and Diversity Manager (HR), Employees Relations Advisor (HR), HR Diversity Business Partner (HR), Trade Union Side Policy and Health and Safety Representatives
DATE/S OF PREVIOUS AGREED VERSIONS AND TITLES	
	This is a long term policy which has been revised to include Nicotine inhaling products such as E cigarettes

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APPENDIX 1 - SMOKING ARRANGEMENTS

1. **PURPOSE**

To detail the Library's policy towards smoking at work and the support available to individuals who wish to stop or who are struggling to stop smoking.

2. **SCOPE**

The policy will apply to all those using or visiting the Library's buildings including staff, readers, visitors, members of the public and contractors.

3. POLICY STATEMENT

The British Library supports your right to work in a smoke-free environment. This is also in line with the provisions of the Health Act 2006 and equivalent legislative powers applying to the UK which prohibit smoking in workplaces. Whilst the policy complies with health and safety requirements by safeguarding the rights of non-smokers to breathe smoke-free air at work, it also takes into account the needs of those members of staff who wish to smoke and includes the use of Nicotine inhaling products such as e-cigarettes and nicotine inhalers.

Nicotine inhaling products

Although, Nicotine inhaling products fall outside of the current smoke free legislative framework, the use of products such as e-cigarettes and nicotine inhalers will be subject to the same restrictions as other tobacco products.

The Library's rationale for treating these products in a similar way to tobacco products is that the use of nicotine inhaling products such as e-cigarettes undermines the Library's Smoking at Work Policy, as from a distance they can look like real cigarettes, making it harder to enforce this policy. Also because e-cigarettes present a known fire-risk and also produce a vapour that could pose a health and safety risk to other employees, service users or visitors.

The view from the British Medical Association (BMA) supports this approach as the BMA believes that existing smoke-free legislation should be extended to e-cigarettes and they are encouraging employers to implement organisation-wide policies which ban their use in workplaces. The BMA is also concerned that the use of e-cigarettes might undermine existing restrictions on smoking in workplaces, by misleading people to believe it is acceptable to smoke, coupled with the absence of a robust regulatory framework in the UK.

This policy has also been developed taking into account the risk of fire and the potential consequences of a fire on the Library's premises.

4. INFORMING STAFF OF THE POLICY

The Library is committed to ensuring staff are aware of the Smoking at Work policy and of any changes to designated smoking areas. The Library will inform staff of the policy via a number of methods such as Office Notice and induction.

5. SUPPORT FOR STAFF WHO SMOKE

It should be noted that this policy is not making a judgement about whether anyone smokes, but is concerned with where they smoke and the effect that this has on non-smoking colleagues.

The Library offers support and assistance to staff who would like either to give up smoking or reduce the number of cigarettes they smoke. Any member of staff who would like to take advantage of this should contact the Employee Assistance Provider.

The NHS also offers free Stop Smoking Services. They provide specialist advice tailored to an individual's needs. Please refer to the Well-Being intranet pages for further information.

6. REQUIREMENTS

Smoking is prohibited inside all Library premises and Library vehicles which includes the use of nicotine inhaling products such as e-cigarettes and nicotine inhalers

The charging of e-cigarettes will also be prohibited inside all Library premises and Library vehicles.

Persons wishing to smoke (or use nicotine inhaling products) may only do so in designated areas provided outside the Library buildings and vehicles – see Appendix 1. Smokers must not congregate at the entrances and exits to the Library buildings whilst smoking or smoke on their way to the designated area. Members of staff who smoke must not smoke during emergency evacuations even in designated smoking areas.

The Library does not provide staff with additional work-breaks during the day to accommodate smoking; therefore this activity will be contained within normal breaks.

Smoking anywhere inside a Library building or Library vehicle can be considered gross misconduct (see Disciplinary Policy, Section 5) and will lead to disciplinary action being taken.

Smoking outside of an externally designated smoking area or during an emergency evacuation can be considered misconduct and may lead to disciplinary action being taken. However, staff should be aware that persistent failure to comply can be considered gross misconduct.

Readers, visitors, members of the public and contractors who do not comply with this policy may be refused further access to Library premises.

7. RESPONSIBILITY

All those persons referred to within the scope of this policy are required to be familiar with the terms of this policy.

Responsibility for enforcing this policy will rest with the Head of Integrated Risk. In addition, all staff have a responsibility to report any serious breaches of this policy to Security.

Any queries on the application or interpretation of this policy must be discussed with the Head of Safety prior to any action being taken. It is the responsibility of the Health & Safety Committee to proactively monitor, review and update this policy.

APPENDIX 1: SMOKING ARRANGEMENTS IN LIBRARY BUILDINGS

For further information on designated smoking areas please click on the attached link <http://intranet.ad.bl.uk/policies/smoking-at-work>.

Building	Smoking Arrangements
St Pancras	Smoking is not permitted in any part of the St Pancras building. Smoking is permitted only in designated external areas.
Boston Spa	Smoking is not permitted in any part of the Boston Spa building. Smoking is permitted only in designated external areas.
Colindale	Smoking is not permitted in any part of the Colindale building. Smoking is permitted only in designated external areas.
Stockton on Tees	Smoking is not permitted in any part of the building or outside of the main entrance to the building