



City of Westminster

**Supporting Westminster to go Smoke-Free:
A Template for Delivery**

July 2006

Supporting Westminster to go Smoke-Free: A Template for Delivery

The objectives of this template are to outline the steps necessary and the role of Westminster City Council:

- To comply with the Health Bill (2006)¹
- To ensure that there is minimal exposure of WCC employees to tobacco smoke whilst on the organisation's premises or while engaged in an organisations business.
- To ensure that the health and wellbeing of WCC employees is protected and enhanced, leading by example for other Westminster employers
- To work with partners to support local workplaces and public places to implement the legislation effectively during the lead-in period.
- To enforce the legislation when appropriate.

FOCUS AREA 1: POLICY DEVELOPMENT				
Priority	Action	Lead Department	Time Scale	Performance Plan Implications
Establishing a Baseline	Cabinet and member briefing on the implications of the legislation.	Mike LeRoy – Environment Policy Elaine Heywood – Public Health	February - May 2006	
	<i>Review Current Practice:</i> Corporate Property Asset Plan of WCC worksites / premises with smoking rooms / contractors.	Terry Mavin – Corp. Property.	April 2006	
	Gain Support of CESG / Elected Members to develop a comprehensive tobacco control policy and statutory response to legislation.	Mike LeRoy and EH	May / June 2006	
	Establish a working group with representation from department managers focusing on i. WCC as an employer / community lead ii. WCC as and enforcer to prepare for legislation and make links to Westminster Tobacco	Chair – Env. Health Support – Elaine Heywood.	June 2006	

¹ Prospective areas of cost are highlighted within the template in red font. Each departmental manager will be responsible for quantifying the resource issues to report to CMB and Cabinet members.

	<p>Alliance.</p> <p>To work with partners such as the Westminster Tobacco Alliance and Smoke-Free London to join-up opportunities to implement the legislation</p>	Elaine Heywood	Ongoing	
<i>FOCUS AREA 2: WCC's obligations as an employer</i>				
Priority	Action	Lead Department	Time Scale	Performance Plan Implications
Review existing Smoking Policy	<p><i>Dependant upon:</i></p> <ul style="list-style-type: none"> • <i>An understanding of the existing policy.</i> • <i>Understanding the new statutory requirements</i> • <i>Creating a WCC position that maybe in excess of the legal minimum.</i> • <i>Ensuring that any new policy covers employees, contractors and other visitors.</i> • <i>Understanding the position regarding meetings with members who may smoke</i> • <i>Understanding the position regarding staff making home visits to smoker's homes.</i> • <i>Understanding the position regarding shared accommodation e.g. sheltered housing</i> • <i>Understanding the position regarding "making up the time" if smokers have to leave the workplace to smoke.</i> • <i>Drafting the new policy.</i> • <i>Consulting with employees and Unions</i> • <i>Consulting with smokers</i> • <i>An Equalities Impact Assessment being completed.</i> • <i>The health & safety assessments being reviewed e.g. fire and risk of assault</i> • <i>An Implementation date being agreed.</i> 	Human Resources	From July 2006	Central Services

<p>Develop a WCC comprehensive tobacco control policy²</p>	<p>Draft a tobacco control policy for consultation with staff and union members.</p> <ul style="list-style-type: none"> • Make clear links between the tobacco policy and other HR policies such as the Disciplinary Policy and the Health and Safety Policy raising awareness of policy with staff. <p><i>Issues to Consider:</i></p> <ul style="list-style-type: none"> • <i>Provision of external smoking areas: No requirement to provide to comply with legislation.</i> • <i>Workers on shift, call etc. Health and safety of those leaving site to smoke specifically if working late or through the night.</i> • <i>Client Safety. Safety of clients is paramount to any agency with care or treatment responsibilities. Explore availability of cessation services within care centres.</i> • <i>Adult residential care homes. Proprietors may designate rooms for smoking, although not obliged to do so. Designated rooms should be enclosed spaces with ventilation systems that do not ventilate into any other part of the building. Staff exposure to second-hand smoke should be minimised.</i> • <i>Adult hospices Likely to be exempt from legislation on humanitarian grounds. Smoking should be contained and tobacco smoke restricted to designated smoking rooms.</i> 	<p>Human Resources.</p>	<p>August 2006</p>	<p>Central Services</p> <p>Adult Social Care</p> <p>Children's Services</p> <p>Community Protection</p>
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² A comprehensive tobacco policy is one that tackles in a positive way the wide range of issues associated with tobacco at work. It is not confined to a narrow focus on where people can and cannot smoke and what will happen to them if they do. Rather, it provides information on a wide range of workplace related tobacco issues, including for example, the provision of support to those trying to stop smoking, the creation of links with the local providers of NHS cessation advice and support, the taking, or not taking, of breaks away from the building which employees can use to smoke a cigarette, and the way in which managers and others are expected to enforce the policy. For organisations such as WCC who provide domiciliary visits, the policy should also address the issue of client smoking.

	<ul style="list-style-type: none"> • <i>Domiciliary visits</i> <i>Private residence are not covered by the legislation. Advice should be provided to staff on how exposure and the subsequent health risks can be reduced.</i> • <i>Vehicles</i> <i>It is ideal that all vehicles used by employees as part of their work should become smoke-free.</i> • <i>Premises used by children / families</i> <i>Local authorities may wish to consider the benefits of further introducing smoke-free policies in external areas frequented by children and young people like playgrounds.</i> • <i>Parks, grounds and working outdoors</i> <i>Outdoor areas are not covered by the legislation. Employers may wish to consider whether having different approaches to smoking for those who work indoors or outdoors is equitable.</i> • <i>Sheltered housing</i> <i>Communal areas or accommodation are also included by the legislation.</i> • <i>Offender accommodation</i> <i>Smoking is prohibited in these premises except for those areas that are captured by the residential accommodation exemption.</i> • <i>Cessation services:</i> <i>Ensure support to access NHS smoking cessation services are promoted widely with all staff, clients and visitors during the development and implementation of the workplace policy.</i> <p>Comments returned</p> <p>Final Policy Written</p>	Human Resources	September 06 September 06	
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	<p>Work with staff and senior management to develop enforcement protocol.</p> <ul style="list-style-type: none"> Are all reasonable steps being taken to ensure that all staff, visitors and customers are not smoking on the premises including the removal of ashtrays? <p>All managers should be briefed on the policy and have an opportunity to discuss enforcement and their role.</p> <p>All managers receive training on the specifics of enforcement.</p> <p>Staff are made aware of their responsibilities and the consequences of being in breach of the policy.</p>		<p>September 06</p> <p>October 2006</p> <p>October 2006</p> <p>October 2006</p>	<p>Central Services</p>
Structural Work	<p>Identification of shelter locations</p> <p>Identification of existing smoking rooms</p> <p>Risk assessment of shelter locations.</p> <p>Installation of shelters</p> <p>Withdrawal of smoking rooms</p>	<p>Corporate Property</p> <p>Health and Safety</p>	<p>11th August</p> <p>11th August</p> <p>18th August</p> <p>15th December</p> <p>31st December</p>	<p>Central Services</p>
Equalities Impact Assessment	<p>Conduct an equalities impact assessment focusing on the impact of the legislation to WCC staff.</p>	<p>Human Resources</p>	<p>September 2006</p>	<p>Central Services</p>
Raising Awareness Tobacco Policy	<p>Communicate and Consult with Staff: Keep staff fully aware of and involved in the development of the policy and evidence behind the approach to tobacco control.</p>	<p>Internal communications campaign – pre, and</p>	<p>Ongoing to implementation</p>	<p>Central Services – liaise all</p>

<p>Change for WCC staff.</p>	<ul style="list-style-type: none"> • <i>Making existing employees aware of the policy.</i> • <i>Making smokers aware of the new requirements</i> • <i>Making applicants for jobs aware of the policy</i> • <i>Making members aware of the policy?</i> • <i>Training managers to monitor the implementation.</i> • <i>Training managers on how to deal with any breaches of the policy.</i> • <i>Making Corporate Property aware of their role within the policy.</i> • <i>Reviewing of implementation after 6 months</i> <p>All existing and prospective clients and contract partners of WCC should be informed of the new policy by receiving something in writing and a clear oral explanation from someone who is known to them.</p> <p><i>Any information / correspondence with clients should contain information on the importance of smoking cessation for them; how they can access cessation and support.</i></p>	<p>during changes.</p> <p>Service leads i.e. Children and Community Services</p> <p>To be determined by each WCC department contracts board</p>	<p>October 2006</p> <p>September 2006</p>	<p>departments</p> <p>Each Department</p>
<p>Promoting Health-related issues with staff</p>	<ul style="list-style-type: none"> • <i>The inclusion of the policy in corporate induction.</i> • <i>Running of stop smoking campaigns and classes.- this is traditionally a PCT lead – we would support but not do the comms. (VS)</i> • <i>Inclusion of the health risks in health promotion campaigns.</i> 	<p>Human Resources and Occupational Health</p>	<p>January 2007</p>	<p>Central Services</p>
<p>Corporate Property: Signage</p> <p>Environmental Impact</p>	<p>Identify WCC No Smoking Signage protocol for WCC property and vehicles: Display in line with signage requirements when policy is launched.</p> <p>Identify No Smoking Signage protocol for local workplaces (including vehicles) in line with signage requirements.</p> <p>Clean Streets / Bin Campaign consistent with corporate identification requirements.</p>	<p>Corporate Property Planning; Environment</p> <p>Corporate Property Planning</p> <p>Environment</p>	<p>October 2006</p> <p>June 2007</p>	<p>Planning Central Services</p> <p>Environment and Leisure</p>

Launch WCC comprehensive tobacco control policy	Implement the legislation within WCC January 01 2007 to illustrate good-practice to local business.	Cabinet	January 1 2007	All Departments
FOCUS AREA 3: WCC's role as a community leader and enforcer of the legislation				
Priority	Action	Lead Department	Time Scale	Required / Good Practice
Consultation on Regulations	Coordinate a consultation process across Council in response to the draft regulations and feed back to Central Government.	Working Group – Elaine Heywood	July – October 2006	Community Protection
Staff Briefings	Coordinate lunchtime briefings with Community Protection staff to raise awareness of legislation content and response to FAQ's.	Community Protection	September '06	Community Protection
Developing a toolkit to support local workplaces to go smoke-free 'How to Comply' – Education.	<p>Circulate smoke-free toolkit from CIEH and signpost to DH website:</p> <ul style="list-style-type: none"> • What the law means in practice • Premises affected by the law • How those in control of 'no-smoking' premises should comply with the smoke-free legislation • No smoking signage for premises • Reporting mechanisms <p>Distribute the took-kit to workplaces when visited during routine EH and Health and Safety visits</p>	Environmental Health	Staged approach from October 2006 linking to national communications strategy.	
Develop implementation	Identify enforcement procedure; model of practice and staff resources to support the implementation of the legislation.	Environmental Health Operation Managers	From September	Community Protection

<p>and enforcement protocol to support the implementation of the legislation.</p>	<p>Train environmental health officers, health and safety staff, police and city guardians to support the implementation and enforcement of the legislation linking into CIEH training programme - n.b. EH Officers not trained to issue fixed penalty notices.</p>	<p>Environmental Health CIEH</p>	<p>2006 September – March 2006</p>	
	<p>Organise a series of briefing sessions with local businesses.</p>	<p>Environmental Health / Business Watch / BIDs / Health and Safety</p>	<p>From April 2007</p>	
	<p>Mobilise frontline staff (Environmental Health; Trading Standards; Consultation team; Premises Licensing) to visit each licensed premise within the two-month period leading up to the date of implementation of the legislation.</p>	<p>Community Protection</p>	<p>May 2007</p>	
<p>Reporting</p>	<p>Concentrate resources in early weeks of legislation to inspect higher risk premises showing a high profile on the streets.</p>	<p>Community Protection</p>	<p>June. 2007</p>	
<p>To ensure infringements are dealt with under agreed procedures.</p>	<p>Promote reporting mechanisms within toolkit and communications campaign.</p> <p>Outline: A clear published statement of enforcement policy and practice. A system for prioritised planned inspection activity according to hazards and risks A service plan detailing WCC priorities, aims and objectives for enforcement of health and safety. Arrangements for benchmarking performance with peer local authorities (Health and Safety Commission Guidance).</p> <p>Clarify roles of each agency within the enforcement process.</p> <p>Develop protocols for enforcement within premises that smoke shisha</p>	<p>Communications / Environmental Health</p> <p>Environmental Health Communications</p> <p>Senior Management</p>	<p><i>Pending resources from Central Government</i></p>	

	<p>Resource each service to be able to respond to the legislation requirements.</p> <p>Work with the local community to support them to become smoke-free raising awareness of what the law means in practice.</p> <p>Deliver brief information sessions with licensed premises during routine commercial environmental health inspections using the toolkit.</p>	<p>EH Commercial</p> <p>Cabinet Members DMT</p> <p>City Guardians</p> <p>Environmental Health Officers – Commercial Team</p>		
Planning and Advertising	<p>Prepare and develop protocol in response to planning applications for smoking shelters, patio areas, awning, beer gardens etc. Include the development of a crib sheet / information sheet that can be forwarded to businesses on request clearly outlining the definition of enclosed space and what such structures may include.</p>	<p>Planning Department</p>	<p>From Summer 2006</p>	<p>Planning</p>
<p>Environmental Factors</p> <p>Clean Streets</p> <p>Noise</p>	<p>Provision of Bins and Corporate Branding</p> <p>Strengthen links with Businesses (Include information within business briefings as listed within implementation section to advise that it is in the interest of businesses to clean areas regularly and provide ashtrays etc.)</p> <p>Consider protocols to work with establishments that support shisha smoking to challenge resident shisha use complaints.</p> <p>Liaise with partners to raise awareness and initiate plans to challenge increase noise and anti-social behaviour issues</p>	<p>Environment linking in with TCA</p> <p>Commercial EH</p> <p>24-hr noise team / police</p>	<p>From Summer 2006</p>	<p>Environment and Leisure</p>
Environmental assessment and planning	<p>Develop a communications plan to raise awareness and offer suggestions to proprietors to support the implementation of the legislation; clean up cigarette butts and challenge noise issues.</p>	<p>Communications</p>	<p>August 2006</p>	<p>Central Services Environment and Leisure</p>

	Resource departments accordingly to respond to environmental factors and anticipated increase in noise and litter complaints	Street Cleaning and Noise Teams		
Cultural Considerations	Work with the local Arabian community to promote health education messages in relation to shisha smoking	WTCA; Community Health Development; INSAAN	From Summer 2006	Community Protection
Monitoring and Review	Ensure the tobacco policy and smoke-free status of the buildings are regularly monitored, reviewed and evaluated. Conduct an environmental impact assessment to assess the extent of noise / litter increase within the Soho / West End locality.	Tobacco Policy Working Group – Environmental Policy.	Ongoing	Community Protection
Impact Assessment	Implement Equalities Impact Assessment	Human Resources Environmental Health		Community Protection

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