



SMOKE FREE POLICY



April 2007

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SMOKE FREE POLICY FOR ANTRIM BOROUGH COUNCIL

1. PURPOSE

This policy has been developed to protect all Council employees, Elected Members, customers and visitors from exposure to second-hand smoke and to ensure that it complies with the Smoking (Northern Ireland) Order 2006. This policy is not concerned with whether anyone smokes, rather the focus is on where an individual smokes and how it affects others.

Second-hand smoke has been scientifically proven to cause lung cancer and heart disease, (as well as many other illnesses and minor conditions) in non-smokers (Report of the Scientific Committee on Tobacco and Health, Department of Health, 1998).

It is also recognised that cigarette smoking increases the risk of having a heart attack by two or three times, compared to the risk to non-smokers.

Antrim Borough Council acknowledges the harmful effects on health, and that breathing second-hand smoke poses a risk to health for both smokers and non-smokers.

2. SCOPE

This policy applies to all staff, workers, visitors and anyone else while on Council premises.

3. POLICY

3.1 It is the continuing policy of Antrim Borough Council that all employees have a right to work in a smoke-free environment.

3.2 **Achieving a smoke free environment**

To achieve an overall smoke free environment it shall be Council Policy to:

- 3.2.1 Have smoke free areas (where smoking is prohibited), in line with the requirements of the Smoking (Northern Ireland) Order 2006; and
- 3.2.2 Provide outdoor designated smoking areas for those who wish to smoke
- 3.2.3 Provide positive measures to encourage employees to stop or reduce the level of smoking, including the provision of information, advice and assistance.

3.3 Smoke Free Areas:

In line with Council Policy smoking is prohibited as follows:

- All **Council properties/buildings** such as offices/workplaces/visitor centres – there are no exceptions to this. This includes entrances and exits to all of the Council properties/buildings as indicated.
 - This rule will apply to enclosed and/or substantially enclosed bus shelters also.
- All **Council vehicles** will be smoke free – there are no exceptions to this.
 - Privately owned vehicles, which are used by one person, do not have to be smoke free.
 - Privately owned vehicles **must be smoke free** when used for giving lifts, and when used by more than one person for Council business.
- All **Council Play Parks**: all Council Play parks are to be designated smoke free areas as the Council wishes to protect the health and well-being of its younger population within the Borough.

3.4 Signage

Signage will be displayed where smoking is prohibited – this will be at each entrance to smoke free premises, including vehicles, play parks and those bus shelters, which fall under

the requirements of the legislation. Cigarettes must be extinguished before entering all smoke free areas.

3.5 Employees

Council's policy applies to all employees whether working indoors or outdoors.

- All employees whilst at work, or during an approved rest break (as required by the ER 561/2006 EU Drivers Hours legislation) must adhere to the Council's Smoke Free Policy.
- If employees wish to smoke, they can do so during a recognised approved break, must adhere to Council's Smoke Free Policy. Smoking will only be permitted in the outdoor designated smoking areas.
- The Council's smoke free Policy applies to all staff who work outdoors on Council Premises. This also includes staff who are on the highway during the course of their work. If such employees wish to smoke during their recognised approved break they can do so, provided there is no risk presented to another person's health. (Smoking in private cars/vehicles during lunch breaks is discouraged).

3.6 Designated Smoking Areas: OUTSIDE ONLY

3.6.1 Rationale

Antrim Borough Council discourages smoking outside, including in private vehicles parked within Council Car Parks. It wishes to promote the health and well-being of all of its staff, members of the public, and visitors. It recognises that to achieve as far as possible a smoke free environment (which includes outdoors) for everyone, designated outdoor smoking areas should be permitted.

3.6.2 Determining need for Designated Smoking Areas

The Council has decided that the following conditions will determine whether a smoking area is required:

- Designated smoking areas will be permitted where there is a building and boundary fencing (see number 3.6.3).
- Where a Council premise has no boundary, but has a building, a designated smoking area will not be required, and smoking will be permitted, outside of buildings and vehicles (see number 3.6.6).

3.6.3 Location of Designated Smoking Areas

The following Premises have designated outdoor smoking areas:

- Civic Centre
- Community Centres – Rathenraw, Stiles, Parkhall, Crumlin, Muckamore, and Greystone
- Household Recycling Centres – Newpark, Craigmore and Crumlin

3.6.4 Requests

All requests for Designated Smoking Shelters must be submitted in writing to the Director who will then agree on the number and location of these designated outdoor smoking shelters. All smoking shelters must meet the standard required by the legislation.

3.6.5 Signage

Signage will be in place to clearly indicate where smoking is permitted.

3.6.6 Permitted outdoor smoking

Premises where smoking outdoors is permitted:

- Lough Shore Caravan Park / Site
- Clotworthy Gardens/ Courtyard
- Cranfield
- Neillsbrook Community Centre
- Allen Park Golf Course
- Antrim Forum grounds

- Pogues entry
- Cemeteries

4. RESPONSIBILITIES

4.1 Employer's Duties

4.1.1 Implementation of the Policy

- The Mayor has responsibility for monitoring Councillors adherence to this policy.
- The Chief Executive and the Directors have responsibility for general implementation of this Policy across Council.
- Managers have responsibility for daily implementation and monitoring of application of the policy within their sections.

4.1.2 General Duties

- To display No Smoking Signs as required by the legislation.
- To ensure employees, customers, visitors and contractors do not smoke in Council property and vehicles.
- To investigate complaints regarding employees, customers, visitors and contractors smoking.
- To inform, consult and train employees on this policy.
- To continue to promote health and well being for all employees and residents of the Borough.

4.2 Employees' Duties (includes Temporary and Agency Workers)

- To ensure that they or others do not interfere with “no smoking” signs.
- To comply with this Smoke-Free Policy.
- To ensure customers, visitors and contractors do not smoke in smoke-free places and vehicles.
- To report incidents of smoking which occur in smoke-free areas and vehicles.

4.3 Customers', Visitors' and Contractors' Duties

- All customers, visitors and contractors will be expected to adhere to this Policy and are not permitted to smoke whilst in Council property or within Council vehicles. Smoking is permitted only within the designated smoking areas.
- The following arrangements have been made for communicating this policy:
 - All employees greeting visitors will inform the person of the policy.
 - Property Services will provide all contractors with a copy of the Council Policy, prior to their attendance on site.
 - All outside organisations, who use Council Facilities, ie such as hiring rooms, must be informed of Council Policy either by the person taking the booking or the appropriate Manager or Representative of that Facility. It will be included in the terms and conditions of hire for rooms.
 - The Registrar will provide a copy of the Council Policy to those hiring the Whinstone Suite.
 - Where appropriate Council Policy must be reinforced via communications such as an invitation letter or email.

5. EDUCATION AND AWARENESS

5.1 Informing Employees of the Policy

Job advertisements and interviews will include reference to Council's smoke free Policy. New employees and new Elected Members will be provided with a copy of this policy. Temporary or Agency Workers will be bound by the terms of this Policy also.

6. SUPPORT FOR THOSE WHO SMOKE

- 6.1 The Council will support employees wishing to give up smoking. This may include the provision of information packs, smoking cessation assistance or details of "quit lines" and local support groups.

Contact the Health Safety and Well Being Advisor for details.

To help smokers adjust to the changes occurring they should contact the smokers helpline on 0800 85 85 85 who can advise of local support services.

- 6.2 The Council supports the use of health promotion materials in supporting cessation of smoking, and raising awareness of the dangers from tobacco smoke and to promote smoke free working environments.

7. ENFORCEMENT OF THIS POLICY

- 7.1 Environmental Health Sections within Councils have responsibility for monitoring and enforcing the smoke free legislation.

- 7.2 Within Antrim Borough Council the Policy will be enforced as follows:

- Failure by employees / workers to comply with this policy will be dealt with through the Council's disciplinary procedures.
- Visitors, members of the public and contractors who breach the policy will be asked to extinguish their cigarettes. If anyone fails to comply with this request

they will be asked to leave the premises by the Manager or Deputy of that Facility.

- All breaches of this policy must be recorded by an appropriate Manager on the Councils internal Accident/Incident Report Form. The completed documentation must be forwarded to the Health, Safety and Well Being Advisor for monitoring.

8. MONITORING AND REVIEW OF THIS POLICY

The updated Policy shall come into effect on 30 April 2007.

The Corporate Health and Safety Committee will review the Policy in one year's time.

Signed: **Date:**

Chief Executive



List of Council Buildings/Properties where smoking is prohibited:

Building Name	Manager in charge at each Facility
All Council vehicles	Peter Jones
Civic Centre Building	Graham Reid
Steeple Yard – old HQ building, stores, canteen, offices	Graham Reid
Antrim Forum – building/ Synthetic pitch (spectator area)/ Stadium (spectator area)	Roberta Murray
Clotworthy Arts Centre building	Gary Shaw
Allen Park Golf Centre building – club house/ Bowling Portacabins / driving range	Marie Agnew
Crumlin Community Centre – building and bowling portacabins	David Jordan
Muckamore Community Centre building	David Jordan
Stiles Community Centre building	David Jordan
Neillsbrook community Centre building	David Jordan
Greystone Community Centre building	David Jordan
Rathenraw Community Centre building	David Jordan
Parkhall Community Centre building	David Jordan
Craigmore HRC Portacabin	Ken Finlay
Newpark HRC Portacabin	Ken Finlay
Crumlin HRC Portacabin	Ken Finlay
Antrim Information Centre building	Liz Johnston
Caravan Park Utility Block and cafe	Karen Steele
PC Lough Shore	Graham Reid
PC Toome	Graham Reid
PC Castle Centre	Graham Reid
PC Belmont Cemetery	Graham Reid
PC Crumlin Glen	Graham Reid
PC Randalstown	Graham Reid
PC Cranfield	Graham Reid
Pogues Entry Cottages	Gary Shaw
Wallace Park, Templepatrick	Roberta Murray
Peace Park, Antrim Forum	Roberta Murray
Crumlin Play Park	David Jordan

Bus shelters – where applicable	Graham Reid
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List of Council Premises with designated smoking areas: Outside only

Premises	Manager in charge at each Facility
Civic Centre	Graham Reid
Rathenraw Community Centre	David Jordan
Stiles Community Centre	David Jordan
Parkhall Community Centre	David Jordan
Crumlin Community Centre	David Jordan
Muckamore Community Centre	David Jordan
Greystone Community Centre	David Jordan
NewPark HRC Site	Ken Finlay
Craigmore HRC Site	Ken Finlay
Crumlin HRC Site	Ken Finlay

**List of Council Premises where smoking outdoors is permitted:
Remember smoking is not permitted at the entrance/exit of any buildings.**

Premises	Manager in charge at each Facility
Lough Shore Park	Karen Steele
Sixmilewater Caravan Park grounds	Karen Steele
Clotworthy Gardens	Gary Shaw
Cranfield	Karen Steele
Neillsbrook Community Centre	David Jordan
Allen Park Golf Course	Marie Agnew
Antrim Forum grounds	Robert Murray
Cemeteries	Colin McElrath
Pogues Entry	Gary Shaw

Pharmacies Contact List

NAME	ORGANISATION	ADD1	ADD2	TOWN	POST CODE	TELE NO
Patricia O'Neill	Bairds Chemist	8 High Street		Antrim	BT41 4AX	94462224
Roisin Cullen	Bairds Chemist	8 High Street		Antrim	BT41 4AX	94462224
James McCaughan	J P McCaughan	27 Ann Street		Ballycastle	BT54 6AA	20762480
Michael McMullan	McMullan's Pharmacy	63 Castle Street		Ballycastle	BT54 6AS	20763135
Julie Conn	Boots Chemist	Unit 50/52 Tower Cen.	Wellington St	Ballymena	BT43 6AH	25649611
Peter Magowan	Broughshane Pharmacy	47 Main Street	Broughshane	Ballymena	BT42 4JP	25861206
John Pearson	Sainsbury's Pharmacy	Braidwater Retail Park		Ballymena	BT42 3HA	25650426
Oran Scullion	Sainsbury's Pharmacy	Braidwater Retail Park		Ballymena	BT42 3HA	25650426
Rosemary Wallace/Alastair Aiken	Bairds Chemist	2/6 Queen Street		Ballymena	BT42 2BB	25645994
Sara Simpson	Simpsons Pharmacy	9 Fenaghy Road	Galgorm	Ballymena	BT42 1HW	25639707
Florence Campbell	Ahoghill Pharmacy	25 Main Street	Ahoghill	Ballymena	BT42 1JZ	25871378
William Greer	Lloyds Pharmacy	Broughshane Street		Ballymena	BT43 6EB	25652503
Alan Mathewson	A P Mathewson	51 Queen Street		Ballymoney	BT53 6JD	27664600
David McFarland	Lloyds Pharmacy	7 Church Street		Ballymoney	BT53 6HS	27662246
Ivan Morrison	Gordons Chemist	9 Main Street		Ballymoney	BT53 6AN	27663194
Michael McVeigh	Bellaghy Pharmacy	20 Main Street		Bellaghy	BT45 8HT	79386649
Jonathan Lloyd Roisin McKenna	Carrickfergus Pharmacy	The Health Centre	Taylor's Avenue	Carrickfergus	BT38 7HQ	93365111
Alma McCready	J V Primrose	51 Bridewell Drive		Carrickfergus	BT38 8JN	93351323
Maud Garvin	J V Primrose	16 High Street		Carrickfergus	BT38 7AF	93368541
Aine Murtagh	J V Primrose	12 Victoria Road		Carrickfergus	BT38 7JE	93351722
Lucy Devlin	S J Smyth	19 Main Street		Castledawson	BT45 8AA	79468227

Sam Smyth	S J Smyth	19 Main Street	Castledawson	BT45 8AA	79468227
Elizabeth Stevenson	Mawhinney's Pharmacy	Main Street	Cloughmills	BT44 9LJ	27638729
Sarah Mawhinney	Mawhinney's Pharmacy	Main Street	Cloughmills	BT44 9LJ	27638729
Barbara Kerr	Mawhinney's Pharmacy	Main Street	Cloughmills	BT44 9LJ	27638729
Christine Hawe	Coagh Pharmacies Ltd	11 Main Street	Coagh	BT80 0EN	86736900
Martina O'Hagan	Coagh Pharmacies Ltd	11 Main Street	Coagh	BT80 0EN	86736900
Evan Reid	Hendersons Chemist	7 Bushmills Road	Coleraine	BT52 2BN	70355125
Heather Burns	Burns Medical Co	16 Waterside	Coleraine	BT51 3DP	70344511
Noel Irons	Whites Medical Hall	5 Waterside	Coleraine	BT51 3DP	70343177
Anne-Marie Groom	Boots Chemist	5 James Street	Cookstown	BT80 8AA	86766176
John O'Brien	Boots Chemist	5 James Street	Cookstown	BT80 8AA	86766176
Karen Smyth	Bairds Chemist	47 James Street	Cookstown	BT80 8AE	86762238
Niall Falls Henry O'Kane	M B Falls	56 William Street	Cookstown	BT80 8NB	86762653
Richard Barnes	Gordons Chemist	6 Oldtown Street	Cookstown	BT80 8EF	86762223
Peggy McKeown Michael O'Neill	O'Kanes Ltd	11 High Street	Draperstown	BT45 7AB	79628680
Sharon Diamond Laurence O'Kane	The Cross Pharmacy	16 The Square	Draperstown	BT45 7AE	79628209
Alwyn Beresford	J V Primrose	6 Glassillan Court	Greenisland	BT38 1TD	90862406
Gabrielle Shields	Shields Pharmacy	4 Coleraine Street	Kilrea	BT51 5QD	29540336
Sandra Millar	T A Glass	88 Main Street	Maghera		79642277
Adrian Glass	T A Glass	88 Main Street	Maghera	BT46 5AF	79642277
Peter Diamond	Bairds Chemist	37 Main Street	Maghera	BT46 5AA	79642208
Vincent Harkin	V Harkin	112 Upper Main Street	Maghera	BT46 5AF	79642205
Christine Kelly Ronnie McLaughlin	R W McGlaughlin	36 Rainey Street	Magherafelt	BT45 5AH	79632334

Damian Quinn	G F O'Brien	5 Broad Street		Magherafelt	BT45 6EA	7963333
Eleanor Hutchinson	G F O'Brien	5 Broad Street		Magherafelt	BT45 6EA	79633333
Paula Donnelly	Lloyds Pharmacy	1 Meeting Street		Magherafelt	BT45 6BN	79632129
Sandra Lamont	R A Glover	1C Smith Street		Moneymore	BT45 7PF	86748155
Kathy Morris	Boots Chemist	Abbeycentre	Longwood Rd	Newtownabbey	BT37 9UH	90365910
Stephen Burns	Bairds Chemist	2 Hillview Ave	Cloughfern	Newtownabbey	BT36 6AE	90365474
Lindsay Gracey	Village Pharmacy	614 Shore Road		Newtownabbey	BT37 0SL	90863216
Deirdre Magee	Co-op Chemist	11 Abbots Cross		Newtownabbey	BT37 9QU	90863808
Stephen Houston	J V Primrose	197 Jordanstown Rd		Newtownabbey	BT37 0LU	90365594
Roger McWha	A & F A Dundee	4 Beverley Road	Carnmoney	Newtownabbey	BT36 6QD	90836550
Julie Denny	Logans Pharmacy	Abbeycentre	Longwood Rd	Newtownabbey	BT37 9HU	90365828
Mark Dillon	Bannside Pharmacy	77 Main Street		Portglenone	BT44 8HR	25821333
Eoghan O'Brien	Bannside Pharmacy	77 Main Street		Portglenone	BT44 8HR	25821333
Sam Simpson	S G Simpson	15 Townhill Road		Portglenone	BT44 8AD	25821511
Vincent Campbell	Campbells Pharmacy	8 Dunluce Street		Portrush	BT56 8DN	70823295
Shellagh Hillan Martha Magowan	Randalstown Pharmacy	5 Neillsbrook Road		Randalstown	BT41 3AE	94472245
Patrick Kennedy	Kennedy's Pharmacy	56 Main Street		Rasharkin	BT44 8PX	29571124
Julie Ritchie	Kennedy's Pharmacy	56 Main Street		Rasharkin	BT44 8PX	29571124
Louise Kelly	F P Kelly	12 The Square		Stewartstown	BT71 5HX	87738241
Anita Gribben Bernie Donnelly	A Gribben	55 Main Street		Toomebridge	BT41 3TF	79659524
Doris Shaw	Calwells Pharmacy	18 Kings Road		Whitehead	BT38 9PU	93372727

GPs Contact List

NAME	ORGANISATION	ADD1	ADD2	TOWN	POST CODE	TELE NO
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Currently being updated

Community, Hospital & Voluntary Sector Contact List

NAME	ORGANISATION	ADD1	ADD2	TOWN	POST CODE	TELE NO
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Currently being updated

