

SMOKING AT WORK POLICY

1. Introduction

We are committed to ensuring the health, safety and welfare of our staff, visitors and others affected by our activities. We recognise that smoking and exposure to second-hand tobacco smoke (“passive smoking”) increase the risk of lung cancer, heart disease and other illnesses. Fires caused by smoking materials also pose a significant risk to our staff, visitors, contractors, others on our sites and our collections.

The Smoking at Work Policy encompasses all formal policy, procedure and statements relating to staff smoking on the Royal Zoological Society of Scotland (“RZSS”) sites. If you require advice, guidance or support at any stage of this document, or if you have difficulty because of a disability and/or because English is not your first language, please contact the Health and Safety Manager or Human Resources Team.

This policy does not form part of any employee's contract of employment and it may be amended at any time.

2. Purpose and Scope

This Policy sets out how we will promote the health and safety of staff and contractors by ensuring so far as reasonably practicable that our premises are smoke free and reduce the risk of smoking-related fires. In doing so, we aim to comply with the requirements of the Health and Safety at Work etc. Act 1974; the Smoking, Health and Social Care (Scotland) Act 2005 (“the 2005 Act”), the Fire (Scotland) Act 2005, the Fire Safety (Scotland) Regulations 2006 and other relevant legislation.

To fulfil these aims, smoking is not permitted by staff or contractors in RZSS vehicles or in any RZSS workplace unless in permitted smoking areas. The locations of permitted smoking areas within Edinburgh Zoo and Highland Wildlife Park are shown on the site maps in Appendix 1 to this Policy. We will provide suitable equipment to allow smoking materials to be extinguished and disposed of safely in the permitted smoking areas. To reduce the risk of fire further, charging of e-cigarettes or their batteries is not permitted in any RZSS workplace or vehicle.

Appropriate clear signage regarding the prohibition of smoking will be displayed within our workplaces and vehicles.

The Policy applies to all our staff and contractors, premises and vehicles. A separate policy on smoking restrictions for visitors to our sites is available on the Gannet, the RZSS website and in our admissions areas. The Policy does not apply to homeworkers unless other staff are required to visit them at home for work purposes.

3. Roles and Responsibilities

Directors and Heads of Department are responsible for ensuring that staff and contractors working within their area of responsibility are aware of, and comply with, the requirements of the Smoking at Work Policy.

On a day-to-day basis, managers/ team leaders within the Departments must work with staff and contractors to ensure that the Policy is followed.

The Health and Safety Manager and Human Resources team will assist departments in implementing the Policy, including provision of guidance on smoking cessation support.

Our Values are:

Ethical and Sustainable, Innovative, Collaborative, Evidence-based, Ambitious and Respectful

At a personal level, all staff are responsible for ensuring that they have read, understand and act in accordance with both the Policy and the specific requirements relating to smoking in their contract of employment. In particular, staff should note that they are only permitted to smoke during normal work breaks.

Non-compliance with the Smoking at Work Policy will be considered as a breach of RZSS health and safety policy and may therefore lead to disciplinary action being taken. Members of staff who smoke or allow smoking within fully or substantially enclosed spaces may also be subject to legal action under the 2005 Act.

4. Definitions

- **Smoking:** using nicotine/ tobacco products in a form which generates smoke and/ or vapour e.g. cigarettes; cigars or e-cigarettes (“vaping”)
- **E-cigarette:** a device that allows the user to inhale nicotine vapour from a heated e-liquid solution typically containing nicotine, propylene glycol and/ or vegetable glycerine and flavourings. E-cigarettes include cigalikes; vap pens; mods or other similar disposable, battery-operated or rechargeable devices.
- **RZSS workplace:** Any premises owned by, leased to or leased by RZSS, including all outdoor and indoor areas/ buildings; animal enclosures and construction/ demolition sites.
- **RZSS vehicles:** Any vehicle owned, hired or otherwise used by staff working for the Society, including pool cars, hired vehicles and site vehicles (e.g. vans; trucks; forklifts; buggies; excavators or other large plant).
- **RZSS permitted smoking area:** Areas where smoking is permitted on RZSS sites (see Appendix 1 below) subject to the restrictions within this Policy.

5. Support for staff

We recognise that giving up smoking can be difficult and aim to support staff with smoking cessation activities. Information on giving up smoking can be obtained via the member of staff’s general practitioner, their pharmacy and the public health department of their local NHS board. Other sources of support include:

- Quit Your Way Scotland **0800 84 84 84** <https://www.nhsinform.scot/healthy-living/stopping-smoking>
- NHS Health Scotland <http://www.healthscotland.com/documents/312.aspx>
- Smokefree <https://www.nhs.uk/smokefree>

6. Monitoring and review

Implementation of this Policy will be monitored via regular audits carried out by the Health and Safety Manager and/ or deputies where required. The findings of these audits will be reported, and close out of any corrective actions monitored, via the RZSS Health, Safety and Wellbeing Committee.

This Policy will be reviewed on an annual basis by the Health, Safety and Wellbeing Committee and any alterations to its provisions notified to staff. All enquiries in relation to this Policy should be directed to the Health and Safety Manager in the first instance.

Author	Health & Safety Manager
Reason for Revision	Policy updated to meet the needs of RZSS, to ensure compliance with legislation and/or to provide consistency with best practice.
ECB Review Date	07.12.21
Implementation Date	01.03.22
Version Number	VN20220103

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Review Due	07.12.24(or earlier if required)
Document Location	This document is available via the Health & Safety and HR pages of the RZSS Gannet Intranet. It should be noted that any printed copies are uncontrolled and cannot be guaranteed to constitute the current version of the policy.

Our Values are:

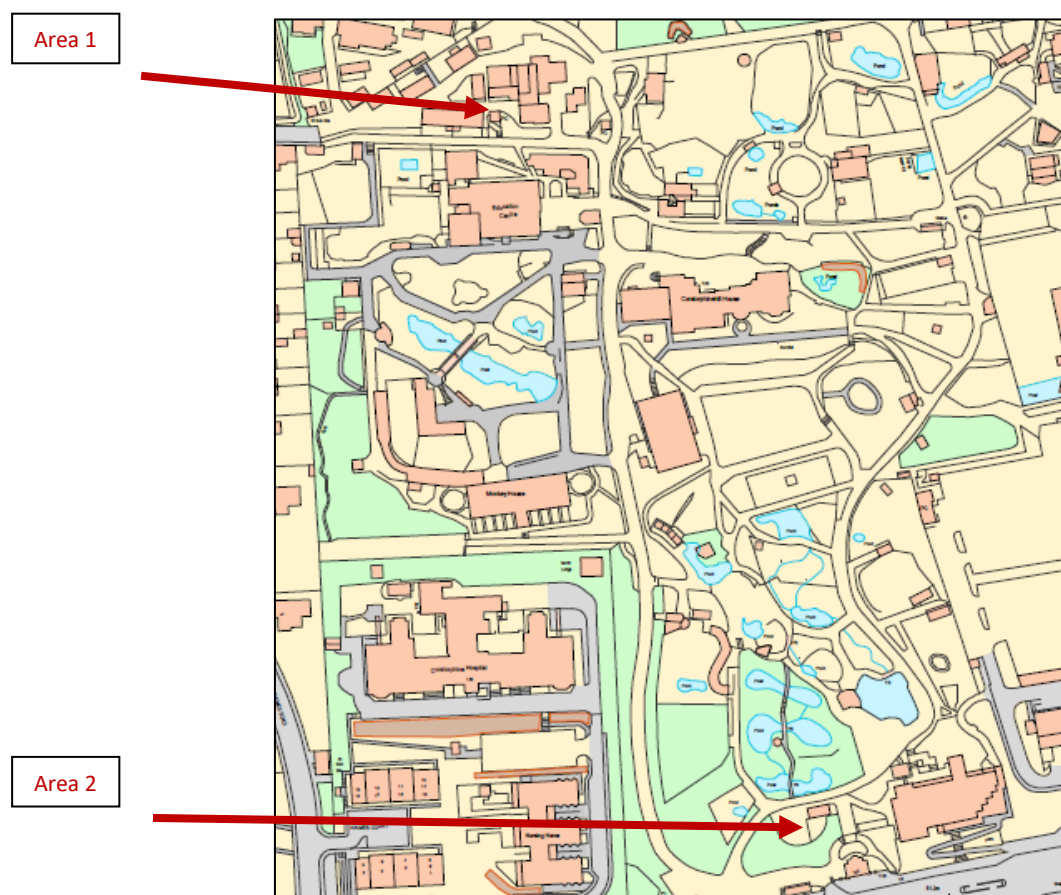
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Appendix 1: Permitted smoking areas

Staff are reminded that they must not smoke in view of visitors at any time. The following areas may be used for smoking during normal break times. Staff should avoid smoke or vapour entering adjacent doorways or windows when using these areas.

Edinburgh Zoo

- **Area 1:** Behind the Living Collections' Department Offices. The semi-enclosed bicycle shed should not be used for smoking or vaping.
- **Area 2:** The screened off area beside the mobility vehicle pickup point (behind the Cygnet Store used by Admissions and Retail).



Highland Wildlife Park

- The area to the north east of the Living Collections' Department Offices (to the left-hand side when exiting the offices).

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