

# **SHILDON TOWN COUNCIL**

## **SMOKE FREE POLICY**

**Approved June 2007  
Updated 9<sup>th</sup> November 2015**

## **SMOKE FREE POLICY**

### **INTRODUCTION**

1. Public awareness of the risks associated with smoking has increased significantly.
2. To ensure the right of individuals to a smoke free environment and to promote public health, the Council has reviewed its policy on smoking.
3. The Council has responsibilities under Health and Safety legislation to ensure the health, safety and welfare of its employees and others (The Health and Safety at Work etc. Act 1974), (Workplace (Health, Safety and Welfare) Regulations 1992.).
4. With effect from 1<sup>st</sup> July 2007 the Council will provide a total smoke-free environment in the workplace and all Council owned buildings and vehicles.
5. Where required appropriate assistance will be given to individuals who currently smoke.
6. This policy applies to the use of e-cigarettes.

### **GENERAL PRINCIPLES - PHILOSOPHY**

7. The Council endorses the principle that whether individuals smoke or not is a matter of personal choice. However, the Council has a duty as an employer and a public body to play a prominent part in public health issues and where people smoke is of public concern. It follows that smoking should not take place in the workplace or in buildings under the control of the Council.
- 8.. For the purpose of the policy 'smoking' includes all tobacco based products such as cigarettes, cigars or similar and pipe tobacco.
9. The workplace and Council owned buildings include all indoor areas such as offices, meeting rooms, corridors, landings, circulating areas, lifts, stairways, toilets and Council provided vehicles.
10. Employees may not smoke within their own vehicles when another employee is present.

### **GENERAL PRINCIPLES - ENVIRONMENTAL**

11. The Council has a responsibility as an employer for the health and safety of its employees and acknowledges that breathing other people's smoke has been recognised as a public health hazard.
12. With effect from 1<sup>st</sup> July 2007, the Council Offices, all Council owned buildings including the Civic Hall and vehicles will be designated smoke free.

## **COUNCIL PREMISES**

### **Offices and Council owned buildings**

13. All offices and Council owned buildings, whether singly or multiply occupied, will be regarded as no smoking areas.

### **Meeting Rooms**

14. Smoking is not permitted in any meeting of the Council, its Committees, Sub-Committees and Working Parties. In addition, smoking is not permitted in any Meeting Rooms.

### **Staff / Mess Rooms**

15. All staff rooms and Mess Rooms will be smoke-free.

### **Vehicles**

16. Employees may not smoke in Council provided vehicles as these are included in the definition of the 'workplace'. Employees may not smoke in their own vehicle when another employee is present.

## **EMPLOYEES WHO SMOKE**

17. Employees who wish to continue to smoke after 1<sup>st</sup> July 2007 should confine this activity to before and after work and within their lunch break (and/or normal official break if this is applicable). There is no entitlement to paid smoking breaks.

## **MEMBERS OF THE COUNCIL**

18. The Policy is equally applicable to the elected Members of the Council,

## **VISITORS**

19. Visitors should not smoke whilst on Council premises.

## **EMPLOYEE APPOINTMENT PROCEDURE**

20. Employment advertisements will include a note for potential employees. Newly appointed staff will be given information on the Council's Smoking Policy.

## **CONTRACTORS**

21. Outside contractors will be informed of the Council's policy and will be expected to adhere to the policy whilst in the Council's premises.

## **NON-COMPLIANCE WITH THE POLICY**

22. The Council recognises that the success of the policy will place emphasis on the cooperation of all concerned. However, all individuals are expected to comply with the Policy and action will be taken against any employee who breaches the Policy.
23. Where an employee does not co-operate or fails to respond to informal prompting, formal action may be taken by the appropriate manager. Failure to comply with the Policy as described will fall within the Council's Disciplinary Procedure. Employees experiencing difficulties should discuss the issue with his/her supervisor/manager.

## **EDUCATION AND SUPPORT**

24. The Council is committed to supporting employees who wish to stop smoking and every assistance will be given where requested. Information on smoking cessation groups, for employees and Members, will be made available.

## **APPLICATION OF THE POLICY**

25. In any situation where the application of the Policy creates difficulties, the manager should refer the matter to the Town Clerk.

## **MONITORING AND REVIEW OF THE POLICY**

26. The policy will be monitored and reviewed on a regular basis and due regard will be given to general trends in smoking issues.