



## NO SMOKING POLICY

### INTRODUCTION

Smoking affects smokers and non-smokers alike and the UK Science Committee on Smoking and Health has shown that 'second-hand smoke can cause lung cancer and heart disease in non-smokers and can also aggravate respiratory conditions. Smoking is the biggest preventable cause of ill-health and premature death in the population.

### OBJECTIVE

The objective of this Policy is to establish a healthy environment for all people (Members, employees and members of the public), either employed in or visiting Town Council premises.

### STATEMENT

With effect from 1 July 2007 smoking by employees, service users and members of the public in workplaces will be prohibited. Restrictions will cover all Town Council premises where employees are working. **This includes all areas within the building, including corridors and toilets and also perimeter areas immediately outside. No facilities are provided for smokers either inside or outside the building.**

Also included are Town Council owned vehicles and privately owned or leased vehicles whilst used at work for transporting colleagues and/or service users.

**Employees who wish to smoke may do so in their own time during lunch breaks. Employees will not be permitted to smoke whilst carrying out their duties and responsibilities for St Ives Town Council.**

Appropriate signage is displayed prominently in all Council premises and vehicles in line with the requirements of the Smoke-free (Signs) Regulations 2007.

### REMEDIAL AND DISCIPLINARY ACTION

A breach of the Policy will occur if an employee:

- Smokes in smoke-free areas
- Defaces or removes signs and notices associated with this Policy
- Intentionally breaches the Policy in any other way

Appropriate managerial action will be taken in respect of employees who have breached the Policy, which may include the offer of support and, in appropriate cases, disciplinary action in accordance with agreed procedures.

St Ives Town Council recognises that smoking is an addiction and that the No Smoking Policy will impact on smokers' working lives. The Town Council wishes to support employees who want to stop and help individuals adjust to this change. The Town Council will give each employee who smokes, and who wishes to stop, four hours paid time off to seek professional help from the local NHS Stop Smoking Service, their GP or other recognised method of smoking cessation.

#### HOW TO DEAL WITH THOSE WHO DO NOT COMPLY WITH THE POLICY

Should any member of staff smoke in contravention of this Policy, the line manager will take the following action:

- Remind the employee of the Town Council's No Smoking Policy
- Explain the reason for the Policy, ie to provide healthy environments for staff, members and members of the public
- Stress the positive benefits of a smoke-free environment
- Advise the employee of support which is available
- Advise the employee that further failure to comply with the Policy will lead to disciplinary action being taken against them

<b>Responsible Officer</b>	Town Clerk	<b>Date effective from</b>	July 2007	<b>Review date</b>	March 2017
<b>Author</b>	Town Clerk	<b>Date last amended</b>	May 2016		

