



SAFFRON WALDEN TOWN COUNCIL

No Smoking Policy

Version	Adopted Policy Date	Minute Reference	Review Date
1	April 2019	F&E 538-19	2022

General statement

This policy has been developed to protect all employees, customers and visitors from exposure to second-hand smoke and to assist compliance with the smoke-free legislation made under the Health Act 2006 (as applicable to England), Smoking, Health and Social Care (Scotland) Act 2005, Smoking (Northern Ireland) Order 2006 and the Smoke-free Premises etc. (Wales) Regulations 2007.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses.

Policy

It is the policy of Saffron Walden Town Council that all of our workplaces are smoke-free and that all employees have a right to work in a smoke-free environment. Smoking is therefore prohibited in all enclosed and substantially enclosed premises in the workplace. Smoking for these purposes includes the use of cigarettes, cigars, pipes, electronic cigarettes (or e-cigarettes) and any other type of smoking.

This also includes Council's vehicles used by more than one person, even if they are used at different times.

This policy applies to all employees, consultants, contractors, clients, customers or members of the public and visitors.

In addition, when working on behalf of the Council, all staff and sub-contractors are prohibited from smoking within any client or customer premises or within any place where "No smoking" signs are displayed.

If you wish to smoke, you must do this in your own time either outside your normal hours of work or during designated breaks, such as your lunch break. You are not permitted to take additional smoking breaks during the day.

Implementation

Overall responsibility for policy implementation and review rests with the Town Clerk. However, all staff are obliged to adhere to, and support the implementation of this policy. The policy will be drawn to the attention of all new staff members on recruitment/induction.

Non-compliance

Failure to comply with the above rules is a disciplinary offence and will be dealt with in accordance with the Council's disciplinary procedure. Where the smoking creates a clear health and safety hazard, then such behaviour constitutes gross misconduct and could render the employee liable to summary dismissal.

If a consultant, contractor, client, customer, member of the public or visitor does not comply with this policy, they will be warned that they are committing an offence, requested to immediately refrain from smoking and, if they refuse, they will be asked to leave (or will be ejected from) the premises.

Those who do not comply with the smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.