

No Smoking Policy

Policy Number: RTC 23	Issue Number: 03
Issue Date: May 21 st 2019	Review Date: 21 st May 2024
Originator: Jayne Simpson	Agreed: RTC Annual Meeting 16 th May 2023

BACKGROUND

POLICY

Ripley Town Council has adopted this No Smoking Policy to provide a sound structure to the way it conducts its business.

1. OBJECTIVE

- 1.1 The Ripley Town Council recognises and accepts the responsibilities placed upon it by the Health & Safety at Work Act 1974 and Health Act 2006 and will provide a safe working environment for its employees
- 1.2 This No Smoking Policy aims to protect and improve the health of employees, elected members and people who visit Council premises by preventing workplace exposure to tobacco smoke. This takes into account both the Health and Safety policy and the Promoting Health at Work agenda.
- 1.3 The Policy is to seek to eliminate smoking at work.

2. THE POLICY

- 2.1 No council employee or elected members may smoke whilst 'at work' or 'at meetings'. This means that smoking is banned while employees are carrying out their duties and responsibilities as an employee of the Council.
- 2.2 In addition, smoking will be prohibited in all areas including:
 - Council-operated public building
 - Council lobby areas
- 2.3 Smoking will not be permitted by customers, visitors, contractors or agency workers in Council premises. Non-employees will not be allowed to smoke on Council premises and were they to do so will be asked to stop smoking and leave the premises.
- 2.4 No council employee may smoke during working hours. This means that smoke breaks during working hours will not be allowed. Council employees who wish to smoke may do so only in their own time.
- 2.5 Smokers are required not to smoke in Council building doorways or access areas before or after working hours or during lunch breaks.
- 2.6 The Council is aware that aids to stop smoking are available that mimic the look and feel of real cigarettes. Due to the perception that someone is smoking a real cigarette when they are using these aids the Council includes them in this policy.

- 2.7 All new employees and newly elected Councillors will be reminded of the No Smoking Policy.

3. THIRD PARTY PREMISES

- 3.1 Some Council employees are required to visit other premises, both commercial and domestic, as part of their duties. The Council cannot control smoking on these premises but still has a duty to its own employees. Where employees are exposed to passive smoking in these circumstances, they should seek advice from their line manager. Managers must arrange for a risk assessment to be carried out and all reasonable steps taken to protect employees from exposure to workplace tobacco smoke. Employees are not expected to smoke while on Council business visiting other premises as part of their duties where smoking is permitted.

4. POLICY MONITORING

- 4.1 In the unlikely event of an employee not complying with this policy, the employee's line manager will attempt to resolve the situation informally in the first instance (unless such smoking presents a health and safety hazard e.g. when working with chemicals, when it may, as at present be viewed as gross misconduct).
- 4.2 Where an employee continues to ignore the policy, such conduct may be pursued under the Council's disciplinary processes.