



WESTGATE-ON-SEA TOWN COUNCIL

SMOKING POLICY

ADOPTED 07.07.2020

Policy Statement

Second-hand smoke is a known health hazard. In 2004, the Government's Scientific Committee on Tobacco and Health reported that the increased risk to non-smokers of lung cancer from exposure to second-hand smoke was 24% and the increased risk of heart disease 25%. In provisions made under the Health Act 2006, all enclosed and substantially enclosed workplaces and public places will be legally required to be smoke free. The following policy has been adopted by Westgate on Sea to take all possible steps to protect employees from second-hand smoke exposure and to comply with legislative requirements.

1. The Policy

1.1 Smoking is prohibited in Westgate on Sea Town Council's premises and on the surrounding grounds. Smoking is also prohibited in company vehicles. This applies to employees whether employed directly by Westgate on Sea Town Council, through an agency, by a contractor or other organisation, and visitors.

1.2 Employees who wish to smoke may do so in their own time during tea/lunch breaks. Employees will not be permitted to smoke whilst carrying out their duties and responsibilities for Westgate on Sea Town Council.

2. The Policy for Third Party Premises

2.1 Employees required to visit other premises not covered by smoke free legislation as part of their duties (ie, domestic premises) should advise the visitee when arranging a visit of Westgate on Sea's Town Council smoking policy. Although Westgate on Sea Town Council has a duty of care to protect its employees it cannot control the smoking policy on these premises. Employees should agree that the visitee arrange for a non-smoking area to be provided for the duration of the visit. Where this is not possible, employees should ask the visitee to refrain from smoking inside the premises or in the meeting area for one hour before the visit and that the visitee not smoke during the duration of the visit.

2.2 In circumstances where it is not possible to arrange a visit beforehand, employees should seek advice from their line manager, who should take all reasonable steps to protect them from exposure to second-hand smoke.

3. Implementation and Enforcement of the Policy

3.1 Managers will be responsible for the promotion and maintenance of the policy by their staff. Managers will receive training and guidance regarding their responsibilities in relation to the policy and enforcement of it.

3.2 Employees should inform the appropriate manager of anyone who fails to comply with the policy.

3.3 Employees not complying with the policy will be referred to their manager for support subject to the usual disciplinary procedure.

3.4 Visitors not adhering to the policy will be asked to comply or leave the premises or site.

3.5 All job applicants will be made aware of the policy via application packs, where a requirement to abide by it will be part of the person specification. Applicants will be reminded of the policy at interview stage.

3.6 A copy of the policy will form part of new employees' induction packs. Training and guidance on enforcing the policy will form part of new managers' induction process.

4. Support for Those Who Smoke

4.1 Westgate on Sea Town Council recognises that smoking is an addiction and that the smoking policy will impact on smokers' working lives. Westgate on Sea Town Council wishes to support employees who want to stop and help individuals adjust to this change. Westgate on Sea Town Council will give each employee who smokes, and wishes to stop, their full support to seek professional help from the local NHS Stop Smoking Service, their GP or other recognised method of smoking cessation.

4.2 Westgate on Sea's Town Council Town Clerk will provide smoking cessation support/information on free local NHS stop smoking services.

5. Review of the Policy

The policy will be reviewed by HR Committee 12 months after the date of implementation.