

SMOKE FREE POLICY

1. Introduction and Policy Aims

Second hand smoking - breathing in other people's tobacco smoke - has been shown to increase the risk of serious and fatal disease in non-smokers.

The Health and Safety at Work Act 1974 places a duty on employers to provide a working environment that is 'Safe, without risks to health' and the Health Act 2006 forbids smoking in enclosed and substantially enclosed workplaces.

The Council acknowledges that second hand tobacco smoke is both a public and workplace health hazard and have therefore adopted this smoke-free policy.

This policy applies to all Council properties and their grounds and vehicles. It applies to all employees, workers other than Vale employees on any Council site, Councillors, visitors, contractors and deliverers.

The policy seeks to:

- Ensure a healthy working environment and protect the current and future health of employees, customers and visitors
- Guarantee the right of non-smokers to breathe in air free from tobacco smoke
- To comply with the Health Act 2006, Health & Safety Legislation and Employment Law
- Raise awareness of the dangers associated with exposure to tobacco smoke
- Take account of the needs of those who smoke and to support those who wish to stop.

2. Policy

Smoking is not permitted in any part of any Council premises, entrances or grounds at any time, by any person regardless of their status or business with the organisation/company except by staff members and/or customers in the designated outdoor area/s as determined by the Chief Executive and at agreed times (to be agreed).

Visitors

All Councillors, visitors, contractors and deliverers are required to abide by the smoke-free policy. Employees are expected to inform customers or visitors of the smoke-free

policy. However they are not expected to enter into any confrontation which may put their personal safety at risk.

Vehicles

Smoking is not permitted in company vehicles or any vehicles being used on company business.

3. Actions to Support the Policy

Support for smokers

Support for smokers wishing to quit is available from Oxfordshire Smoking Advice Service on 01865 226663 or nationally from the freephone helpline **0800 169 0 169**. If you would like further help or advice you can also speak to any member of the HR team or the Welfare Officer.

Disciplinary Action

Employees who do not comply with this policy will be subject to disciplinary action as laid out in the Council's Disciplinary Policy.

4. Review

Monitoring and reviewing

This policy will be reviewed regularly to ensure that it continues to meet the aims.

This policy was adopted by Council on