



UTTOXETER TOWN COUNCIL

Smoking Policy

Smoking Policy

1. Introduction

- 1.1 In response to changes in government legislation and guidelines, Uttoxeter Town Council has a total ban on smoking in any Council premises, including offices, corridors and toilets, vehicles (including privately owned when on council business and carrying any passengers) or worksites.
- 1.2 As a responsible employer, Uttoxeter Town Council is taking the necessary steps to protect all employees from health risks wherever practical. Non-smokers have a right to work in a safe and healthy environment. This includes being protected from passive smoking. Uttoxeter Town Council recognises the risks of smoking both to smokers and non-smokers.
- 1.3 The implementation and enforcement of this policy, in association with the terms and conditions of employment is intended to protect the employee, colleagues, members of the public and the Council.

2. Current legislation

- 2.1 It is intended that this policy complies with the relevant legislation including the Health Bill in England and Wales effective from 1 July 2007.
- 2.2 The Health and Safety at Work Act 1974 Section 2(2)e), which places a duty on employers to provide a working environment for employees that is:
"... safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work."

3. Aims and Scope of this Policy

- 3.1 This policy is intended to:
 - Protect everyone against the effects of second hand smoke.
 - Promote health in the workforce.

4. Guidelines

- 4.1 Non adherence or disregard to any points below will be seen as a breach of this policy and the disciplinary procedure will be invoked.
- 4.2 Smoking is not allowed in any part of the premises, worksites or grounds, including offices, corridors and toilets. Unless there is a designated smoking area clearly marked.
- 4.3 Staff based in and visitors to premises owned by Uttoxeter Town Council are not permitted to smoke in any part of the premises, worksites or grounds, including offices, corridors and toilets. Unless there is a designated smoking area clearly marked.
- 4.4 Staff are not permitted to smoke in personal vehicles whilst undertaking official Town Council business and carrying passengers.
- 4.5 The smoking ban includes the use of electronic or e-cigarettes.

5. Responsibilities

- 5.1 The policy is intended to benefit all employees and visitors. All employees are responsible for its continued implementation. Overall responsibility for ensuring the policy is implemented, monitored and reviewed rests with the Office Manager.
- 5.2 Signs will be put up where necessary to inform visitors.
- 5.3 There will be no ashtrays inside council buildings.

6. Enforcement

- 6.1 In the unlikely event of a member of staff not respecting the policy, the Office Manager will attempt to resolve the situation informally in the first instance. Repeated breaches of the policy will result in disciplinary procedure.
- 6.2 Visitors, contractors, etc not adhering to the policy will be asked to comply or leave the premises.

Adopted by Council on 9 September 2014

Adopted by Council at its Annual Meeting held on 19 May 2015

Adopted by Council at its Annual Meeting held on 10 May 2016

Adopted by Council at its Annual General Meeting held on 9 May 2017

Adopted by Council at its Annual Meeting held on 8 May 2018

Adopted by Council at its Annual Meeting held on 14 May 2019

Reviewed/Adopted by UTC – AGM held on 5 May 2021

To be reviewed by UTC at its meeting on 10 May 2022