



# SHREWSBURY TOWN COUNCIL

## NO-SMOKING POLICY

### AIMS OF THE POLICY

The aim of this Policy is to achieve a smoke-free environment in all Council buildings and vehicles. It will apply to all employees, members, contractors, visitors and members of the public. Some external areas may also be required to be designated no-smoking in the interests of Health and Safety.

### SCOPE OF THE POLICY

This policy applies to all staff who are employed by the Town Council. This policy is supported by and developed with the trade unions representing the employees.

### PRINCIPLES

The Town Council recognises that smoking poses a risk to the health not only of those who smoke, but that of people who are subjected to second-hand smoke.

The Health & Safety at Work Act etc 1974 places a duty on all employers to ensure, so far as is reasonably practicable, the health, safety and welfare of employees and non-employees who may be affected by their undertaking. To continue to permit non-smoking employees to be subjected to tobacco smoke can be seen as a breach of this duty. Additionally the Fire Precautions (Workplace) Regulations 1997 place a duty on all employers to reduce the risk of fire, so far as is reasonably practicable, in the workplace. The implementation of a no-smoking policy is beneficial in achieving this.

Smoking is not permitted in any indoor, enclosed areas that the Council owns, occupies or manages.

Smoking is not permitted if you are recognisable as a Shrewsbury Town Council employee, you must not smoke in Town Council branded clothing or whilst wearing your Town Council identity badge.

If you work with, or through work are in contact with, young people who are aged under 18, you should present a healthy role model. You therefore must not smoke in their presence, or purchase cigarettes on their behalf.

You are not allowed to smoke during working hours. 'Working hours' are defined as the official opening hours of a STC building. It does not include official unpaid breaks. Unofficial smoking breaks are not allowed.

Smoking is not permitted within 15 metres of any Council or Shropshire Council owned, managed or occupied enclosed area.

Rooms and venues that are hired for public use from Town Council will be smoke free.

### RESPONSIBILITIES OF MANAGERS

Line managers should ensure that all employees are aware of this procedure and understand their own and the Town Council's responsibilities.

## **RESPONSIBILITIES OF EMPLOYEES**

All staff should make themselves aware of this procedure and ensure they abide by it.

## **TRADE UNION INVOLVEMENT**

Consultation will take place with the recognised trade union on the implementation, development, monitoring and review of this procedure.

## **REVIEW AND MONITORING**

The Town Council will ensure that all new employees, supervisors and managers will receive induction on the procedure.

Adequate resources will be made available to fulfil the aims of this procedure. The procedure will be widely promoted, and copies will be freely available and displayed in the Town Council's offices and on Vivup.

This procedure will be reviewed on a regular basis.

## **SUPPORT**

It is hoped to encourage smokers not to smoke in the interest of their own health. Support will be made available for employees who need help with the possible effects from the reduction or withdrawal effects of smoking.

It is appreciated that people who have been smoking for many years may experience difficulties in complying with this Policy, they may even wish to take this opportunity to stop smoking.

The Town Council will encourage and support smokers who wish to give up smoking through the local NHS stop smoking service to visit the Occupational Health Unit or the local stop smoking provider. Support facilities are also available for all staff on Vivup.

## **BREACH OF THE POLICY**

The penalties for not complying with the Policy will be applied consistently. The penalties will be:

Initial Breach of the Policy: The manager will determine how and why the breach occurred and attempt to persuade the employee to comply and also investigate if counselling etc is required.

Subsequent Persistent Breaches: These will be treated as misconduct and treated under standard disciplinary procedures.

<b>Approved by Personnel Committee</b>	<b>28 September 2023</b>
<b>Adopted by Council</b>	
<b>Review Date</b>	<b>September 2026</b>