

Trowbridge Town Council

Working with the Community

Smoking Policy

1. Introduction

Changes to government legislation in July 2007 made it compulsory for all public buildings and spaces to become no smoking areas. The regulations cover;

- Enclosed or substantially enclosed spaces – 50% or more
- Company cars and vehicles
- Signage

Trowbridge Town Council (“the Council”) recognises that not everyone has a desire to stop smoking and that preventing smoking may cause stress; something we wish to avoid. This policy was therefore created in consultation with current employees of the Council who smoke.

The policy must be adhered to by all Council employees, who will be required to sign the acceptance slip at the end of the policy at the time of commencement of employment. The slip shall then be kept in the employee’s personal file, held by the Human Resources Manager.

The definition of “employee” in this Policy is:-

‘any individual who is paid by, or works as a volunteer for, the Town Council including full time, part time, temporary or casual work’

It should be recognised that the time allowed for breaks for employees who smoke and for those who do not smoke does not favour either group.

2. Breaks

All employees are entitled to breaks equating to 15 minutes in the morning and 15 minutes in the afternoon, in addition to lunch breaks. The make up of each 15 minutes can be of 3 x 5 minute breaks or any other combination not exceeding the total break time.

2.1 Group Smoking

No employee who smokes should call on other employees to accompany them on a break. The Council does not encourage group smoking as it may result in telephones being left unattended and can lead to longer breaks than permitted.

While on occasions it is likely that employees may take breaks together, this should not be normal practice and persistent breaches will be dealt with by line managers.

3. Location

Smoking is not permitted on ANY Council property or building; anyone wishing to smoke must leave the premises.

Leaving a building unattended may not be possible where supervision is required for the protection of employees and the public. Such occasions and locations will be decided and explained by line managers. Under these circumstances smoking will NOT be allowed.

3.1 Vehicles

- Council owned vehicles: smoking is not permitted in any Council owned vehicles
- Privately owned vehicles: anyone using their own vehicle for Council business and intending to claim mileage should not smoke if they are carrying passengers. *NB: these regulations are specifically designed to remove the risk of passive smoking.* Those employees using their own vehicle with no intent to claim mileage will not be subject to this rule but must advise any other employee travelling in the vehicle before the journey.

4. Signage

Signage has been provided at all Council sites to indicate that it is a No Smoking area. Instances of signs missing or in poor condition must be reported to the Direct Services Department.

5. Enforcement

The Council must be seen to uphold the law and employees must consider the Council's reputation.

Under current legislation anyone breaching the smoking laws is liable for a £50-£1000 fine and the employer is liable for a £200-£2500 fine.

With the potential for substantial fines the Council will deal with any breach of smoking regulations through the disciplinary procedure.

6. Support

As a "Healthy Employer" the Council will support employees who wish to reduce or stop smoking.

- Employees will be given reasonable time off, agreed by their manager, to seek advice or counselling in relation to stopping smoking
- Leaflets and information outlining support services will be available at Council premises
- Information on courses relating to stress and stress management will be made available to employees who will be permitted to attend such courses as part of their personal development plans
- Financial support may be available for anyone wishing to attend any type of counselling or therapy to assist in stopping smoking

Lance Allan – Town Clerk & Proper Officer

Signed:..... **Date:**.....

*Approved at the meeting of the Policy & Resources Committee on 4 November 2014.
Unless legislation changes the date of the next review is November 2018.*

TROWBRIDGE TOWN COUNCIL
Working with the Community

SMOKING POLICY

ACCEPTANCE SLIP

I have received, read and understood the Council's Smoking Policy

Signed

Name

Job Title

Date

Completed forms should be returned to Juliet Weimar, HR Manager