



SMOKE FREE POLICY

TOWN COUNCIL MEETING

REPORT 67/15

13 JULY 2015

The purpose of this paper is to ask Members to consider a draft for the Town Council's Smoke Free Policy and, after including any agreed amendments, to adopt it.

No. DETAIL

1) BACKGROUND

- a) The lack of a Smoke Free Policy for buildings for which the Town Council is responsible was highlighted by a request from the Office of the Police and Crime Commissioner for a copy of the one that would apply to their occupancy of Salisbury Gardens.
 - b) The Public Buildings Working Group considered a draft for such a Policy at its meeting of Tuesday 7 July.
 - c) A copy of their recommended draft is attached to this Report for Members' consideration.
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2) RECOMMENDATION

Members are recommended to consider and discuss the draft Smoke Free Policy attached to this Report and after including any agreed amendments to adopt it.



SMOKE FREE POLICY

1 INTRODUCTION

1.1 Ventnor Town Council is fully committed to ensuring the health, safety and welfare of staff, town councillors, volunteers, tenants, visitors and anyone else using premises for which it is responsible. The policy seeks to ensure that all staff have the right to work in an environment free of tobacco smoke and is part of its general Health and Safety policy.

1.2 The smoke free legislation (Health Act 2006), effective from 1 July 2007, prohibits smoking in virtually all enclosed or substantially enclosed work and public places, as well as work vehicles. The owners or managers of premises are required, by law, to ensure that no-one smokes where it is against the law to do so.

1.3 The Health and Safety at Work Act (1974) places a duty on employers to ensure, so far as is reasonably practical, the health, safety and welfare of staff, customers and visitors. This includes considering exposure to second-hand smoke.

1.4 This Policy regards the range of e-smoking devices as equivalent to traditional forms of smoking for these purposes and the same restrictions apply to them.

2 SCOPE

2.1 The Smoke Free policy applies to all present in or on any of the premises for which Ventnor Town Council is responsible. This includes staff, town councillors, volunteers, tenants, visitors and anyone else using or visiting them.

2.2 The policy also applies to anyone travelling in vehicles owned or used by Ventnor Town Council.

2.3 The Town Council requires all its contractors to comply with the guiding principles of this policy.

3 POLICY PRINCIPLES

3.1 No-one is permitted to smoke anywhere in premises and vehicles for which Ventnor Town Council is responsible.

3.2 Staff must not be seen smoking within the entrance areas of Town Council managed premises and are not allowed to smoke when in uniform (including identity badges and the council logo).

3.3 Unscheduled breaks from work to smoke are not permitted.

4 SUPPORT FOR SMOKERS

4.1 The Policy endorses the principle that whether people smoke or not is a matter of personal choice; but where they smoke is not.

4.2 It is recognised that the Smoke Free policy will impact on smokers' working lives. For this reason, Ventnor Town Council is committed to providing support to smokers who want to quit.

4.3 Smokers who want to quit may be signposted to local stop smoking services including www.nhsstopsmokingiow.co.uk.

5 IMPLEMENTATION

5.1 The responsibility for ensuring that all staff are aware of the requirements of this policy and that it is enforced rests with individual line managers. Failure to comply with the requirements of this policy is a disciplinary matter.

5.2 The responsibility for ensuring that all town councillors are aware of the requirements of this policy and that it is enforced rests with the Mayor.

5.3 Any member of staff who has concerns about any potential or actual failure to comply with this policy is encouraged to refer the matter to their immediate line manager.