



# Kings Hill Parish Council

## Smoking Policy

Adopted 14/02/2018

### 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

Kings Hill Parish 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 Human Resources.

The definition of "employee" in this Policy is:-

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

The definition of 'smoking' includes: cigarettes, cigars, pipes, e cigarettes, vapes, or anything pertaining to the activity of an individual smoking as would reasonably be understood by the majority of people.

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 when they work over 6 hours. Such breaks may be managed locally by duty managers.

#### 2.1 Group Smoking

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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 facilities 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. All smokers must discard their cigarette butts in a safe and proper manner.

- Community Centre – the designated smoking area is located at the back of the Community Centre on Market Square.
- Sports Park – the designated smoking area is located behind the storage compound.

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 or on 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 Clerk.

## 5. Enforcement

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

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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

**Signed:**.....

**Date:**.....

# Kings Hill Parish Council

## **SMOKING POLICY**

## **ACCEPTANCE SLIP**

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

**Signed**

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**Name** .....

**Job Title** .....

**Date** .....

**Completed forms should be returned to your Line Manager**