

## KEYWORTH PARISH COUNCIL

### Smoking Policy

Applies to all Parish Council premises including the Council Office, Village Hall, Centenary Lounge, Feignies Room and adjoining rooms.

#### Introduction

Second-hand smoke is both a public and workplace health hazard. This **No-Smoking Policy** seeks to guarantee the right of all to breathe air free of tobacco smoke, and to comply with smoke-free legislation. Adequate signage will be displayed to inform employees, Council members and visitors of the smoke-free status of the Council. This policy also includes the use of “**E Cigarettes**” for the purposes of “**Vaping**”.

#### The Policy

Smoking or Vaping is not permitted in any part of the Parish Council’s premises at any time, by any person regardless of their status or business with the Parish Council.

Smoking or Vaping will not be tolerated at entrances and exits, or in lobbies, foyers or corridors.

#### Staff

All staff have been given adequate notice of this policy, further copies of which will be made available on demand.

#### Council Meetings

The Council’s standing orders make it clear that there must be no smoking or Vaping at meetings.

#### Visitors

All visitors, including Council members, contractors, deliverers, hirers and temporary staff, are expected to abide by the terms of this policy. The following arrangements have been made for informing them of its existence:

- ❑ Adequate signage.
- ❑ Staff will inform visitors of the policy, to be reinforced by way of bookings forms and other literature as appropriate.
- ❑ Recruitment procedures.

- Job advertisements, job descriptions and interviews will include reference to this policy. On their appointment, all new staff members will be given a copy of this policy.

### **Help for those who smoke**

Smoking employees who wish to quit can obtain help and support to enable them to do so via the NHS Stop Smoking Service, free-phone help-line: **0800 169 0169**.

### **Compliance Requirements of the Policy**

Staff breaches of this policy will be subject to the normal disciplinary procedures.

Visitors who fail to comply with this policy will be asked to leave the premises immediately, and may be refused admittance to the premises in future.

### **Implementation and Enforcement of the Policy**

The Clerk to the Council is responsible for ensuring the implementation and enforcement of this policy. However, all staff have a personal responsibility in ensuring their personal compliance and in ensuring that all those who enter the premises are made aware of the policy.

### **Comments, Complaints, Monitoring and Review**

Comments or complaints related to this policy should be addressed to the Clerk to the Council.

This policy will be reviewed periodically, and all concerned will be given adequate notice of any changes or amendments.

**This policy was reviewed and approved by the Parish Council's Facilities committee at its meeting on 29 February 2016.**