

Policy Name	Frequency of Review	Date adopted & Minute Ref
Smoking at Work	Annually	5.4.2017 Minute 16/193
	Subject to new legal requirements being issued (Internal Auditor recommendation)	4.4.2018 Minute 17/301
	Annually or subject to new legal requirements being issued	6.5.2020 Minute 20/011
Smoking & Vaping Policy (re-named)	Two yearly or subject to new legal requirements being issued	02.08.2022 Minute 22/114(5)

BOURTON ON THE WATER PARISH COUNCIL

SMOKING & VAPING POLICY

1. PURPOSE

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006 and the Smoke Free (Premises and Enforcement) Regulations 2006. Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

2. POLICY

It is the policy of Bourton on the Water Parish Council that the Community Centre building and car park is a smoke-free environment, and all employees have a right to work in a smoke-free workplace. Smoking of cigarettes, and the smoking of e-cigarettes including vapes, is prohibited in all indoor and outdoor areas of the site including the car park and curtilage of the building. This policy applies to all employees, tenants, consultants, contractors, customers or visitors.

3. IMPLEMENTATION

Overall responsibility for policy implementation and review rests with the Clerk, however, all users of the Centre and car park are obliged to adhere to, and support the implementation of the policy. The Clerk shall inform all existing employees, tenants, consultants, contractors customers and visitors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment/induction. Appropriate 'no-smoking/no vaping' signs will be clearly displayed on the premises.

4. NON-COMPLIANCE

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Other users of the Centre and car park will be asked by the Clerk or other staff member to immediately cease smoking or vaping if found to be doing so on site. Those who do not comply with the smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

5. HELP TO STOP SMOKING

The NHS offers a range of free services to help smokers give up. Call the National Smokefree Helpline on 0300 123 1044 or visit <https://www.nhs.uk/better-health/quit-smoking/> for details.