



St Stephen in Brannel Parish Council

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No Smoking Policy¹

St Stephen in Brannel Parish Council recognises that the health, safety and welfare of employees, sub-contractors and anyone else directly affected by the organisation's operations are of prime importance. Therefore, Members have developed and enforces a dedicated smoking policy, conforming to the requirements of the smoke-free legislation. Smoke-free legislation was introduced in England in 2007, banning smoking in nearly all enclosed workplaces and public spaces.

This policy is applicable to all employees and Members at whatever level of the organisation's hierarchy, as well as sub-contractors who undertake activities on behalf of the organisation and any visitors to/customers on the organisation's premises. This policy and its mandatory application will be communicated to all employees, sub-contractors, visitors, clients and interested parties.

As part of the Parish Council's induction process, new starters will be told about this policy and shown where it is located. Newly elected Members will be advised of the policy and that it is available on the website. Employees are responsible for informing their visitors to the premises of this policy. In addition, the Parish Council displays signs that make it clear that smoking is prohibited within its buildings.

Smoking is strictly prohibited in

- any part of the Parish Council Office, including the entrance ramp and steps.
- the Brannel Room, including the entrance and exits.
- the workman's rest rooms and tool sheds at both St Stephen Cemetery and Nanpean Cemetery.
- the public toilets in Nanpean and St Stephen.
- the former Sunday school also known as Nanpean Church Rooms.
- any company vehicle.

Employees who go outside to smoke are restricted to doing so in their allocated breaks and must dispose of waste appropriately.

The Parish Council acknowledges that some employees may wish to make use of electronic cigarettes ("e-cigarettes") in the workplace, particularly as an aid to giving up smoking. Although they fall outside the scope of smoke-free legislation, the Parish Council prohibits the use of e-cigarettes as per smoking.

¹ Adopted by Full Council at the meeting held on Wednesday 1st August 2018 under minute number FPC182/18. Due for review in August 2021.

The rationale for a ban on e-cigarettes is that:

- although they do not produce smoke, e-cigarettes produce a vapour that could provide an annoyance or health risk to other employees; and
- some e-cigarette models can, particularly from a distance, look like real cigarettes, making a smoking ban difficult to police, and creating an impression for visitors/customers/other employees that it is acceptable to smoke.

In the unlikely event of non-compliance, disciplinary procedures will be followed if a member of staff does not comply with this policy. In addition, those who do not comply with the smokefree law may also be liable to a fixed penalty fine and possible criminal prosecution.

If you need help to stop smoking, the NHS offers a range of free services to help smokers give up. Visit gosmokefree.co.uk or call the NHS Smoking Helpline on 0800 169 0 169 for details. Alternatively, you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service.