

EAST LEAKE PARISH COUNCIL

No-Smoking and No-Vaping policy

This policy applies to the premises:

The Parish Office and Works Depot, 45 Main Street, East Leake, LE12 6PF

Introduction

There is a clear distinction between vaping and smoking and, according to advice from Public Health England e-cigarettes are less harmful than tobacco for users and bystanders.

Second hand smoking, breathing in other people's tobacco smoke, has been shown to cause cancers, heart and respiratory disease in non-smokers. The Health & Safety at Work Act 1974 places a duty on employers to provide a working environment that is '**Safe, without risks to health**'. East Leake Parish Council acknowledges that second-hand tobacco smoke is both a public and work place hazard, and has therefore, adopted a no-smoking policy.

Second hand e-cigarette vapour is currently considered to be lower risk to the health of bystanders in comparison to smoking. Smokers may vape to reduce and stop their smoking but young people are not recommended to vape.

However, people with asthma and other respiratory conditions can be sensitive and on balance East Leake Parish Council has decided that e-cigarettes are not allowed in the work place. Smokers wishing to vape may do so away from the premises.

Aims of the Policy

The policy seeks to:

- Guarantee a healthy working environment and protect the current and future health of employees, customers and visitors
- Guarantee the right of non-smokers to breathe in air free from tobacco smoke and vapour
- To comply with Health & Safety legislation and Employment Law
- Raise the awareness of the dangers associated with exposure to tobacco smoke
- Take account of the needs of those who smoke and to support those who wish to stop

Restrictions on smoking and vaping

Smoking and vaping are not permitted in any part of the premises and entrances at any time by any person, regardless of their status or business with the Parish Council.

Smoking and vaping will not be tolerated at entrances and exits and is not permitted in any corridors, stairways or wells, toilets, meeting or staff rooms or other areas.

No smoking and vaping is permitted in and around the area of the public toilets.

No smoking is permitted in and around areas of hazardous materials.

No smoking is permitted in or on Parish Council property.

Visitors

All visitors, contractors and deliverers are required to abide by the no-smoking and no-vaping policy. Staff members are expected to inform customers or visitors of the policy. However, they are not expected to enter into any confrontation which may put their personal safety at risk. 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 any other literature as appropriate.
- Recruitment procedures

Support for smokers

Information and contact details of local NHS Stop Smoking Service is available on request, or the free Smokefree National Helpline 0300 123 1044.

Smoking employees who wish to quit can obtain help and support to enable them to do so via the NHS 'Smokefree' website www.nhs.uk/smokefree

Disciplinary Action

Employees who disregard the policy will be referred to the Parish Clerk.

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.

Monitoring and Review

This policy will be reviewed annually to ensure that it continues to meet the aims. The no-smoking policy co-ordinator is the Parish Clerk.

Comments relating to the maintenance of this policy should be directed to the Parish Clerk.

REVISED AND ADOPTED FULL COUNCIL NOVEMBER 2019