

# LITTLEHAMPTON TOWN COUNCIL

## SMOKE-FREE POLICY

### 1. INTRODUCTION

- 1.1 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.
- 1.2 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.
- 1.3 For the purposes of this policy the term “smoking” includes the use of cigarettes, cigars, pipes and “E” electronic cigarettes.

### 2. POLICY

- 2.1 It is the policy of Littlehampton Town Council that all our workplaces are smoke-free, and all employees have a right to work in a smoke-free environment. Smoking is prohibited in all enclosed and substantially enclosed premises. This includes all company vehicles. It also extends to the curtilages of the Manor House, Project 82, Southfields Jubilee Community Centre and the Lineside Industrial Estate Depot.
- 2.2 This policy applies to all employees, consultants, contractors, customers or members and visitors.

### 3. IMPLEMENTATION

- 3.1 Overall responsibility for policy implementation and review rests with the Town Clerk. However, all staff are obliged to adhere to, and support, the implementation of the policy.
- 3.2 The Human Resources Manager shall inform all employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. The Human Resources Manager will also give all new personnel a copy of the policy on recruitment/induction.
- 3.3 Appropriate ‘no-smoking’ signs will be clearly displayed at the entrances to and within the premises, and in all company vehicles.

### 4. NON-COMPLIANCE

- 4.1 Local disciplinary procedures will be followed if a member of staff does not comply with this policy.

4.2 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**

5.1 The NHS offers a range of free services to help smokers give up. Staff can visit [www.gosmokefree.co.uk](http://www.gosmokefree.co.uk) or call the NHS Smoking Helpline on 0800 022 4332 for details. Alternatively, staff can text 'TXTHELP' and their full postcode to 63818 to find their local NHS Stop Smoking Service.