

Smoke Free Policy

May 2025 reviewed

Next review May 2026

1. Purpose

- 1.1 This policy is 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.

2. Policy

- 2.1 It is the policy of Warminster 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 in the workplace. This includes company vehicles. The policy applies to all employees, members, consultants, contractors, customers, and visitors.

3. Electronic Cigarettes/ Vaping

- 3.1 Although they fall outside the scope of smoke-free legislation and are not currently regulated as a tobacco product or as a medicine in the UK, Warminster Town Council prohibits the use of e-cigarettes in our buildings, in line with British Medical Association advice. The rationale for the ban on the use of e-cigarettes in our buildings is based on reasons to do with etiquette and appearance. E-cigarettes, particularly from a distance, can look like real cigarettes, making a smoking ban difficult to police and creating an impression that it is acceptable to smoke.

4. Implementation

- 4.1 Overall responsibility for policy implementation and review rests with the Town Clerk. All staff are obliged to adhere to the policy. The Town Clerk shall inform all existing employees, consultants, and contractors of the policy and their role in the monitoring of the policy.
- 4.2 Appropriate 'no-smoking' signs are clearly displayed at the entrances to and within the premises, and in all smoke-free vehicles.

5. Non-Compliance

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