



# Binfield Parish Council

## Smoke Free Policy

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### 1. PURPOSE

This policy has been developed to protect all employees, service users, customers and visitors from exposure to secondhand smoke and to assist compliance with The Smoke-free (Premises and Enforcement) Regulations 2006 and the Smoke-free (Exemptions and Vehicles) Regulations 2007. Exposure to secondhand 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 Binfield Parish Council that our buildings are smoke-free, and all employees have a right to work in a smoke-free environment and users can enjoy a smoke-free environment. The policy shall come into effect immediately after adoption. Smoking is prohibited in all buildings – both employee only and public areas including exterior seating areas immediately adjacent to the building. This includes company vehicles. This policy applies to all employees, lessees, Councillors, consultants, contractors, customers, volunteers and visitors. It is also the policy of Binfield Parish Council that workers are discouraged from smoking during working hours, regardless of their environment, to protect them from the effects of smoking.

### 3. ELECTRONIC CIGARETTES

It is the policy of Binfield Parish Council that our workplace is free of electronic cigarettes and vaping fumes and restrictions are the same as for smokers.

### 4. IMPLEMENTATION

Overall responsibility for policy implementation and review rests with the Clerk. However, all staff are obliged to adhere to, and support the implementation of the policy. The Clerk shall inform all existing employees, lessees, Councillors, consultants and contractors of the policy and their role in the implementation and monitoring of it. They will also give all new personnel a copy of the policy on recruitment/induction. Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smoke-free vehicles.

### 5. NON-COMPLIANCE

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

### 6. HELP TO STOP SMOKING

The NHS offers a range of free services to help smokers give up. Visit the Smokefree NHS website for advice and support.