



QUALITY
TOWN
COUNCIL

Dawlish Town Council

Policy on Smoking at Work

1. Statement of Policy

Smoking is widely recognised as a serious risk to health and discarded smoking materials are a significant cause of fires. In an enclosed workplace people who do not smoke may be affected by the activities of those who do. This is known as passive smoking and is believed to pose a health risk to the non-smokers as well as being unpleasant and causing discomfort.

The Health and Safety at Work Act 1974, Section 2(2)(e) requires employers to provide a working environment that is, so far as is reasonably practicable, safe and without risks to the health of employees. This covers protecting employees from the harmful effects of passive smoking.

The Workplace Health Safety and Welfare Regulations 1992, regulation 25, requires employers to ensure that rest areas provided in the workplace include suitable arrangements to protect non-smokers from discomfort due to tobacco smoke

The Council believes, because of the very serious health effects associated with smoking, that all enclosed workplaces (including rest areas) should be no-smoking areas. It is recognised that some people may feel the need to smoke at some stage during the working day and staff may smoke outside of the buildings.

2. Organisation and Arrangements

2.1 Town Clerk

will ensure that :-

- employees are aware of the policy regarding smoking and do not smoke in enclosed workplaces;
- smokers are permitted reasonable time off during the day in order to smoke.

2.2 Administration Officer

- will ensure that the contractors are aware that smoking is not permitted within Council building.

2.3 Staff in charge of visitors

- will ensure that their visitor or visitors are aware of the prohibition on smoking within buildings.

2.4 All staff

All Staff must abide by the Town Council's Smokefree Policy drawn up in accordance with the Health Act 2006.

- will refrain from smoking within Council buildings;
- will, on finding a member of the public smoking within a Council building politely inform them that smoking is prohibited;
- will, wherever possible, inform their line manager before taking a smoking break and will keep such breaks to a minimum.

January 2003
(Amended August 2004)
(Amended May 2007)