

SGTC SMOKEFREE POLICY

(This Policy was reviewed by the full Council at its AGM held on 14 May 2025, minute 20/25-26)

This Policy includes vaping.

PURPOSE

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.

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 air space does not completely stop potentially dangerous exposure.

POLICY

It is the policy of Swanscombe and Greenhithe Town Council that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment. The policy shall come into effect on Sunday 1 July 2007. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors.

IMPLEMENTATION

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. The person named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. 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.

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.

HELP TO STOP SMOKING

The NHS offers a range of free services to help smokers give up. Visit gosmokefree.co.uk or call the NHS Smoking Helpline on 0800 1690 169 for details. Alternatively, you can text “GIVE UP” and your full postcode to 88088 to find your local NHS Stoop Smoking Service.