

Holywell-cum-Needingworth Parish Council

SMOKE FREE POLICY

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 Health Act 2006.

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.

POLICY

It is the policy of Holywell-cum-Needingworth Parish Council that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment. Smoking, including the smoking of e-cigarettes, 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 Parish 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 0300 123 1044 for details. Alternatively, you can visit www.nhs.uk/better-health/quit-smoking/ready-to-quit-smoking/personal-quit-plan/ or text 'Healthyu to 60777 to find your local NHS Stop Smoking Service.

Adopted at meeting of Holywell-cum-Needingworth Parish Council held on 3rd July 2007.

Last Reviewed 3rd March 2026

Signed.....

Miss J Bowd
Parish Clerk