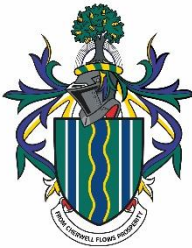


Appendix 3



*Cherwell*



DISTRICT COUNCIL  
NORTH OXFORDSHIRE

**Smoke Free Policy**

## **DOCUMENT CONTROL**

|                               |                                 |
|-------------------------------|---------------------------------|
| <b>Organisation(s)</b>        | Cherwell District Council (CDC) |
| <b>Policy title</b>           | Smoke Free Policy               |
| <b>Owner</b>                  | Human Resources                 |
| <b>Version</b>                | 1.0                             |
| <b>Date of implementation</b> | 1 May 2024                      |

## **DOCUMENT APPROVALS**

This document requires the following committee approvals:

| <b>Committee</b>    | <b>Date of meeting pending approval</b> |
|---------------------|---|
| Personnel Committee | 7 February 2024                         |

## **DOCUMENT DISTRIBUTION**

This document will be distributed to all employees of Cherwell District,

## **REVISION HISTORY**

| <b>Version</b> | <b>Revision date</b> | <b>Summary of revision</b> |
|----------------|----------------------|----------------------------|
|                |                      |                            |
|                |                      |                            |

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## **Smoke Free Policy**

### **1. Introduction**

- 1.1 This policy applies to anyone working for Cherwell District Council including those working through service contracts, on a casual or temporary basis, consultants and agency workers, and anyone attending Council offices including Councillors and members of the public.
- 1.2 Smoking and exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses.
- 1.3 The aims of this policy are to:
- promote a healthy work environment and protect the current and future health of employees, customers and visitors.
  - guarantee the right of non-smokers to breathe in air free from tobacco smoke.
  - comply with health & safety and employment law.
  - take account of the needs of those who smoke and to support those who wish to stop.

### **2. Restrictions on smoking**

- 2.1 Smoking is not permitted in work time, including during online video meetings. Line managers may agree breaks as long as working time is made up and breaks do not adversely affect individual or team performance.
- 2.2 Smoking is not permitted on Council owned and operated sites, both internal and external, at any time, or by any person regardless of their status or business with the organisation.
- 2.3 Smoking is prohibited in Council vehicles, or any vehicle used to carry passengers or clients on council business e.g. taxi.
- 2.4 Smoking is prohibited in client homes or where staff are working in the community with the public or service users.
- 2.5 Appropriate 'no-smoking' signs will be clearly displayed at entrances to and within the premises and in all Council vehicles.
- 2.6 Those working from or visiting Council owned and operated sites should not congregate immediately outside the premises or where it

would be considered anti-social, such as outside schools.

### **3. Volunteers, Consultants and Visitors**

All volunteers, consultants, visitors, contractors and deliverers are required to abide by the Smoke Free Policy. Staff members are expected to inform volunteers, consultants, customers or visitors of the council's policy; however, they are not expected to enter into any confrontation which may put their personal safety at risk.

### **4. Non-compliance**

Disciplinary action will be taken if an employee does not adhere to this policy. Those who do not comply with the Smokefree law may also be liable to a fixed penalty fine and possible criminal prosecution.

### **5. Support to stop smoking**

5.1 Stop for Life Oxon provides free local support which includes up to 12 weeks behaviour support from a trained advisor and free pharmacotherapy such as NRT. Tel: 0800 122 3790 or e-mail: [info@stopforlife.co.uk](mailto:info@stopforlife.co.uk) or visit [www.stopforlifeoxon.org](http://www.stopforlifeoxon.org)

5.2 Contact the [Smokefree National Helpline](#) to speak to a trained adviser on **0300 1231044**

5.3 Advice is also available from the council's Employee Assistance Programme either [online](#) or phone **0800 030 5182**.

### **6. Review of policy**

We check our policies regularly to make sure they are up to date; the latest version can be accessed from the intranet. If you have any questions about this policy contact the HR Team: [humanresources@cherwell-dc.gov.uk](mailto:humanresources@cherwell-dc.gov.uk).