



Sutton Parish Council

SMOKE FREE POLICY

Adopted by Full Council
24th June 2014



POLICY

In line with current legislation and to protect the health and well-being of employees, councillors, visitors, volunteers, contractors or agency workers, smoking in any form, including electronic devices, is not permitted on parish council premises.

All parish council premises including communal external areas are designated no smoking areas.

Enforcement - in the unlikely event of this policy not being respected an attempt will be made to resolve the situation informally by asking the smoker to desist however if this fails the person smoking will be asked to leave the council's premises.

Continued failure by employees to comply with this policy will result in disciplinary action that can lead up to and include employment termination.

Continued failure by councillors, visitors, volunteers, contractors or agency workers, to comply with this policy will result in action that may lead to the offender being banned from the premises.

No smoking designated areas are:

The Glebe - smoking is not allowed in any part of the premises, including offices, corridors, toilets and garden areas.

The Pavilion - smoking is not allowed in any part of the building or within fenced areas, including changing rooms, corridors, and toilets.

The Community Room - smoking is not allowed in any part of the premises including foyer and toilets.

This policy will be reviewed at intervals or in line with any changes in legislation as advised by the clerk to the council.

Document History		
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Next Review by Clerk	June 2015 or change of legislation	