



Policy Title	Smoking and E-Cigarette Policy
Policy No.	012
Policy Aim	To detail Cullompton Town Council's policy regarding the use of tobacco and vaping products on Town Council premises.
Approval Date	September 2010
Last Revision Date	August 2024
Review Date	At the Annual Meeting following an Ordinary Election
Responsible Officer	Town Clerk
Approving Body	Full Council
Minute Reference	C24/074

Version History

Date	Version	Author / Editor	Comments
August 2024		Deputy Clerk	Routine Review

Review Record

Date	Type of Review Conducted	Summary of Actions Taken or Decisions Made	Completed By
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1. This smoking policy seeks to guarantee the right of all employees and visitors to breathe air free of tobacco smoke and comply with the [Health Act 2006 Part 1](#) and [Smoke-free \(Premises and Enforcement\) Regulations 2006](#).
2. Passive smoking has been medically proven to cause lung and heart disease in non-smokers. It has also been proven to cause asthma and migraine attacks, as well as other serious illnesses and minor conditions. The long-term impacts on the use of electronic cigarettes are not yet known.
3. The Policy will extend to the use of all tobacco products and electronic cigarettes (commonly known as “vapes”) and all references to smoking in the remainder of this Policy will include the use of electronic cigarettes.
4. **The Policy**
 - 4.1. It is the policy of Cullompton Town Council that all our workplaces are smoke-free, and all employees have a right to work in a smoke-free environment. Smoking is not permitted in any enclosed or partially enclosed space, including vehicles, owned and operated by Cullompton Town Council at any time and by any person regardless of their status or business with Cullompton Town Council. Enclosed and partially enclosed spaces are defined in Law as:
 - 4.1.1. **Enclosed** means premises that have a ceiling or roof and, except for doors, windows and passageways, are wholly enclosed either permanently or temporarily.
 - 4.1.2. **Partially enclosed** means premises that have a ceiling or roof but there is an opening in the walls or an aggregate area of openings in the walls.
 - 4.2. The Town Clerk and Maintenance Supervisor are responsible for ensuring the implementation and maintenance of this Policy. Appropriate ‘no-smoking’ signs will be clearly displayed at the entrances to and within the premises, and in all vehicles.
 - 4.3. Smokers are responsible for the disposal of cigarette and disposable electronic cigarette litter including fully extinguished cigarette butts,

cigarette packets, exhausted lighters, matches and match boxes. Smoking litter should be disposed of in designated bins and not discarded on the ground. *Particular care is to be taken in the responsible disposal of exhausted electronic cigarettes as they contain a battery that may, if not properly disposed of, cause a fire.*

5. Help for Smokers

5.1. It is recognised that the smoking policy will impact on smokers' working lives. This Council will support those staff that would like to quit smoking by encouraging:

5.1.1. Use of the [NHS Stop Smoking Service](#).

5.1.2. Support of National No Smoking Day. This annual campaign takes place on the second Wednesday in March (<https://www.bhf.org.uk/smoking>).

6. Disciplinary procedures will be followed if employees do not comply with this policy.