



## **No Smoking Policy**

### **Introduction**

1. We are committed to protecting and improving the health, safety and welfare of staff, Members and visitors: providing a smoke-free environment for our staff falls within this area.
2. A healthy workforce ensures the efficient operation of the organisation.
3. This policy establishes a smoke free environment at work and protects staff from the potential effects of passive smoking and is applicable to all premises and vehicles in which City of London Corporation staff work (unless there are statutory exemptions). The principles of this policy therefore, also apply to Members, contractors and public entering our premises, vehicles or substantially enclosed public spaces.

### **General Principles**

4. We will support and encourage staff who wish to give up smoking, information and advice should be sought from the Occupational Health Service.
5. No smoking will be allowed inside any City Corporation premises, vehicle or at least substantially enclosed public space (defined as: premises with a ceiling or roof where any opening in the walls are less than half the total area of walls – this includes both fixed and moveable structures), at any time.
6. Staff will not be allowed to smoke around the entrances to buildings in which City Corporation staff work.
7. No smoking will be allowed by staff whilst they are on duty.
8. Staff may be subject to disciplinary action if unauthorised breaks are taken, or if official breaks are abused.
9. We will communicate our commitment to providing a healthy workplace whenever possible e.g. job adverts, invite to tender documents and no-smoking signs where appropriate (N.B. this is not an exhaustive list).



## **Responsibilities**

10. The organisation has a responsibility to ensure, so far as is reasonably practicable, the health and safety of staff.
11. Chief Officers have responsibility for the implementation of this policy, and will ensure that local arrangements are in place which comply with this policy.
12. Line managers will make staff aware of the local procedures during induction and enforce the application of this policy.
13. Staff have a duty to take reasonable care of themselves and others who may be affected by their acts at work.

## **Monitoring**

14. Departmental HR will monitor the implementation of this policy to ensure it is applied on a fair and equal basis.