



## **No SMOKING POLICY**

### **St Thomas of Canterbury (Woodford Green)**

#### **Introduction**

This Policy applies to St Thomas of Canterbury Church, Friary and Becket Centre. This will be referenced as STOC throughout this document.

Employees, Friars, Parishioners and visitors are not permitted to smoke in any STOC premises including STOC vehicles. This includes cigarettes and e-cigarettes or similar devices. Members of the public visiting and using the buildings will also be required to comply with the restrictions.

This policy is compliant with the Smoke Free Legislation which came into effect on 1<sup>st</sup> July 2007.

#### **The STOC Policy**

Those wishing to smoke may use

- the Grasscrete area and use the receptacles provided for disposal;
- Employees who wish to smoke may do so in their own time during lunch breaks;
- Employees will not be permitted to smoke whilst carrying out their duties; responsibilities for St Thomas of Canterbury and
- The sale of tobacco will be prohibited in all St Thomas's premises.

#### **What support will STOC offer to help employees who want to give up smoking?**

If employees wish to stop smoking, we will endeavour to can put them in contact with the appropriate bodies; however, advice should first be sought from the employees GP.

The NHS offers a range of free services to help smokers give up. Visit [gosmokefree.co.uk](http://gosmokefree.co.uk) or call the NHS Smoking Helpline on 0800 169 0 169 for details. Alternatively you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service.

### **How will the restrictions be enforced?**

- Employees should inform the appropriate manager of anyone who fails to comply with the policy.
- Local disciplinary procedures will be followed if a member of staff does not comply with this policy.
- Visitors not adhering to the policy will be asked to comply or leave the premises or site.

### **Implementation**

- The Parish Office Manager will be responsible for the promotion and maintenance of the Policy by staff.
- 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.
- All those hiring the Becket Centre should be made aware of the policy when agreeing to the terms of Hire.

### **Non-compliance**

- Employees should inform the appropriate manager of anyone who fails to comply with the policy.
- Local disciplinary procedures will be followed if a member of staff does not comply with this policy.
- Visitors not adhering to the policy will be asked to comply or leave the premises.

### **Help to stop smoking**

- The NHS offers a range of free services to help smokers give up. Visit [gosmokefree.co.uk](http://gosmokefree.co.uk) or call the NHS Smoking Helpline on 0800 169 0 169 for details. Alternatively you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service.

### **Review of the Policy**

- The policy will be reviewed by the Parish Council annually.