

## LINCOLNS INN NO SMOKING POLICY

Version 1.0

June 2018

### 1.0 PURPOSE

- 1.1 This policy has been developed to protect all employees, members and visitors from exposure to second hand smoke and to assist compliance with the Health Act 2006. It has come into force at 6.00am on Sunday 1st July 2007.
- 1.2 This policy is for the Staff and directly employed Contractors and has been agreed by the masters of the Bench.

### 2.0 POLICY

- 2.1 It is the policy of the Inn all employees have a right to work in a smoke free environment.
- 2.2 Effective from the 1st July 2007 smoking is prohibited in or near to the entrances to the Inn's collegiate buildings and workplaces, in any other enclosed and substantially enclosed premises on the Inn's estate and in or near the entrances to:
- Breams Buildings (Rolls Passage Entrance)
  - Breams Buildings (Breams Buildings Entrance)
- 2.3 Smoking in the Inn's grounds, for staff, is restricted to the following designated smoking areas:
- the Smoking Shelter opposite New Square (next to the development site); and
  - outside the entrance to the Treasury Office.
- 2.4 Appropriate 'no-smoking' signs are clearly displayed at the entrances to and within the Inn's collegiate buildings and offices. 'No- smoking' signs are also clearly displayed at the entrance to and within the Inn's grounds. Smoking is discouraged for everyone elsewhere within the Inn.

### 3.0 IMPLEMENTATION

- 3.1 Overall responsibility for policy implementation and review rests with the Under Treasurer. However, all members of staff are obliged to adhere to, and support the implementation of this policy.

### 4.0 NON\_COMPLIANCE

- 4.1 Members of staff who do not comply with this policy will be subject to the Inn's disciplinary procedures.
- 4.2 Contractors who do not comply with this policy will be told to leave site and may not be considered for future tender opportunities.

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**5.0 HELP TO STOP SMOKING**

- 5.1 BUPA Employee Assistance is available 24 hours a day to provide support if you, or your spouse/partner, are considering or in the process of giving up smoking. Call free on 0800 269616.
- 5.2 The NHS also 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 1690 169 for details. Alternatively you can text "GIVE UP" and your full postcode to 880088 to find your local NHS Stop Smoking Service.

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