



**MINISTRY**  
P R O T E C T I V E

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## NO SMOKING POLICY

This policy aims to promote a safe and healthy working environment for Ministry Protective Ltd staff and visitors.

### **1. Legislative Background**

1.1 Section 2[2] [e] of the Health and Safety Work Act 1974 places a duty on employers to provide a safe working environment

1.2 From 1<sup>st</sup> July 2007 the Health Act 2006 prohibits smoking [smoking or being in the possession of lit tobacco anything containing tobacco or any other substance] in all Ministry Protective Ltd offices, community areas, reception areas, training areas and Ministry Protective Ltd vehicles

### **2. Ministry Arrangements**

2.1 As from 1<sup>st</sup> July 2007 Ministry Protective Ltd will become a smoke free workplace.

This means that:

2.1.1 smoking or being in possession of lit cigarettes, cigars or pipes is not permitted in any premises occupied or utilised by Ministry Protective Ltd Staff and visitors, or in Ministry Protective Ltd vehicles

2.1.2 smoking is not permitted immediately outside the entrances or open windows of any such premises

2.1.3 staff who wish to smoke during the working day may be permitted reasonable breaks, in agreement with their line manager, provided these do not prevent them from satisfactorily carrying out their responsibilities and work duties. Work time lost to breaks unrelated to work activity should be made up as necessary; this applies equally to smokers and non-smokers.

### **3. Signage**

3.1 It is Ministry Protective Ltd policy to make sure that no-smoking signs, complying with the requirements of the regulations under the Health Act 2006, are displayed on its premises and vehicles

### **4. Implementation and review**

4.1 This policy is intended to benefit all staff and visitors. All Ministry Protective Ltd Staff are responsible for its continued implementation

4.2 Smoking on work premises or in Ministry Protective Ltd vehicles will be an offence under the Health Act 2006. In the unlikely event that a member Ministry Protective Ltd staff does not comply with the policy, disciplinary action will be taken

4.3 Ministry Protective Ltd Managers are responsible for monitoring the implementation of the policy. The Health & Safety Management Team is responsible for Policy reviews.