



# No Smoking Policy

<b>Last policy review date:</b>	January 2021	
<b>Next policy review date:</b>	January 2024	
<b>Policy Owner:</b>	COO	
<b>Policy approval:</b> <i>i.e. Trust board or delegated to subcommittee or individual</i>	Trust Board	
<b>Cross references</b> <i>i.e. with other Trust policies</i>		
<b>Statutory Policy?</b>		

## **Introduction**

We are committed to protecting the health, safety and welfare of all those who work for us by providing a safe place of work and protecting all staff, pupils, governors and visitors from exposure to smoke.

We accept that it is an individual's choice to smoke. However, our staff are role models for our pupils and smoking is not a healthy choice for pupils to make. It is our expectation that staff comply with this policy for this reason as well as to ensure that the School meets its obligations under the relevant legislation.

All of our School sites (including our vehicles) are smoke-free and all staff, pupils and visitors have a right to a smoke-free environment.

This no-smoking policy complies with the Health Act 2006 and associated regulations. We are committed to a programme of action to make this policy effective and to bring it to the attention of all staff. The policy has been agreed following consultation with recognised trade unions. It has been formally adopted by the Trust Board.

This policy does not form part of any employee's contract of employment and it may be amended at any time. Any breach of this policy may result in disciplinary action.

## **Scope and purpose**

This policy covers all individuals working at all levels and grades, including all employees, contractors, trainees, homeworkers, part-time and fixed-term employees, casual and agency staff and volunteers (collectively referred to as **staff** in this policy).

Third parties who have access to our premises (such as consultants, contractors, customers and visitors) are also required to comply with this policy.

The purpose of this policy is to ensure that all everyone who works at, or visits, our Trust understands that this is a smoke free environment and complies with our expectations.

## **Personnel responsible for implementation of the policy**

The Trust Board has overall responsibility for the effective operation of this policy, but has delegated day-to-day responsibility for its operation to the Headteacher/ Head of School. Any questions concerning the operation of this policy should be directed to the Headteacher/ Head of School or HR. Responsibility for monitoring and reviewing the operation of the policy and any recommendations for change to minimise risks to our operations also lies with the Headteacher/Head of School.

All managers have a specific responsibility to operate within the boundaries of this policy, ensure that all staff understand the standards of behaviour expected of them and to take action when behaviour falls below its requirements.

All staff must comply with and support this policy. Managers will have responsibility for informing all staff, consultants and contractors of the policy and their role in the implementation and monitoring of the policy.

## **Implementation of the policy**

Smoking is banned at the Trust. The ban applies to anything that can be smoked and includes, but is not limited to, cigarettes, electronic cigarettes, pipes (including water pipes such as shisha and hookah pipes), cigars and herbal cigarettes.

Staff may only smoke outside of the School during breaks. When smoking outside, staff should ensure that they dispose of cigarette butts and other litter appropriately.

Staff must not promote smoking in any form to pupils. This includes the purchasing of; selling to; or sharing of cigarettes or other products that can be smoked to any pupil regardless of whether they are of a legal age to smoke.

Staff must not smoke with pupils.

Staff using our vehicles, whether as a driver or passenger, must ensure the vehicles remain smoke-free. Any of our vehicles that are used primarily for private purposes are excluded from the smoking ban..

We are committed to making this policy effective and to promoting a healthy working environment. Staff who experience particular difficulty complying with this policy should discuss their situation with their line manager.

## **Breaches of the policy**

Breaches of this policy will be dealt with under our Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

Smoking in smoke-free premises or vehicles is also a criminal offence and may result in a fixed penalty fine and/or prosecution.

## **Review of policy**

This policy is reviewed every 3 years by the Trust in consultation with the recognised trade unions. We will monitor the application and outcomes of this policy to ensure it is working effectively.