



Policy	Smoke Free
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Approved by	Audit Committee
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1. Introduction

The objective of this policy is to create a smoke free environment for all who work in, or use, any of our academy facilities while trying to be sensitive to the needs of existing employees who find it difficult not to smoke at work.

The Trust recognises its role in promoting the health and wellbeing of its staff and pupils in setting out this policy.

Smoking is not permitted anywhere on our academy sites; this includes the use of e-cigarettes.

2. General Policy Principle

- 2.1 This policy seeks to guarantee non-smokers the right to work in air free from tobacco smoke and ensure compliance with the Health and Safety at Work Act, which places a duty of care on employers to protect the health of employees and non-employees.
- 2.2 This policy applies, equally to Trustees, Academy Councils, contractors, employees, pupils and visitors to the academy premises.
- 2.3 The Trust has a duty to protect employees who visit people in their own homes.
- 2.4 All academy premises including offices, function rooms, all areas of the buildings and grounds, are designated smoke free environments. Important note: smoking will not be allowed at entrances and exits to the academy buildings or grounds and any smoking must be conducted at a reasonable distance from these areas. This includes the use of e-cigarettes.
- 2.5 Students are not permitted to smoke while in public wearing academy uniform or while engaged in academy-related activities outside academy hours. Staff are not allowed to smoke in the presence/sight of pupils or parents. This includes trips outside school hours.

3. Private Properties

- 3.1 The Trust has a duty to protect employees whilst they are visiting people in their own homes (e.g. parents and carers of students). However, we recognise that due to the special and sometimes urgent nature of the work, that staff may at times be unavoidably exposed to the second-hand smoke of persons being visited.

Action should always be taken to minimise the risks of this, prior to visits being made. Persons in this situation who are pregnant or have a medical condition affected by smoking should inform their line manager. The employee should ask the homeowner not to smoke whilst they are in the premises.

Employees will be supported with a refusal to visit homes where the homeowner is unwilling to follow the employee's request.

4. Vehicles

- 4.1 Trust and academy owned vehicles are designated as smoke free environments at all times; this includes the use of e-cigarettes.
- 4.2 Smoking is not permitted in vehicles being used on academy business where car mileage allowance is being claimed, at times when students are being carried, this applies to the use of e-cigarettes.

5. Smoking Breaks

- 5.1 There is no facility in the Trust or Academy day for staff to request a smoking break. Breaks taken do not form part of the working day and need to be authorised by a manager; time spent away from the workplace will need to be accounted for.

Evidence shows that additional smoking breaks can account for up to half a day's work per week and therefore cannot be tolerated.

6. Policy Enforcement

- 6.1 This policy applies whether or not no smoking signs are displayed.
- 6.2 All employees are responsible for ensuring that the policy is complied with and for bringing it to the attention of new staff and visitors.
- 6.3 If a manager becomes aware that a member of staff is not complying with this policy, the manager should meet with the staff member and discuss the policy and remind them of their responsibility to comply with Trust and academy policies.

Under no circumstances should a confrontational attitude be adopted or allowed to develop. If all informal channels have been exhausted,

employees failing to comply with this policy will be subject to normal disciplinary procedures. Staff who assist with the enforcement of this policy will receive the full support of the Trust and Principal.

- 6.4 If staff or students are caught breaking this policy they will be referred for action under the relevant Disciplinary Procedure.