

No Smoking Policy

Frequency of Review	Every 3 years
Author	(Judicium model) COO
Approved by	Board of Trustees
Reviewed	Aug 2024
Date of Next Review	Aug 2027 (unless there is a material change)

Introduction

The Propeller Academy Trust applies this policy to all individuals working for the Trust and its member schools at all levels and grades, including the CEO, COO, Headteacher and members of the Senior Leadership Group, officers, Directors, employees, contractors, trainees, home-workers, consultants part-time and fixed-term employees, casual and agency staff (collectively referred to as “Staff” in this policy).

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

This policy does not form part of any employee’s terms and conditions of employment and is not intended to have any contractual effect. We reserve the right to amend this policy at any time.

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

All Trust premises, including the grounds and car parks, including vehicles owned or used by the Trust are smoke-free and all Staff, students and visitors have a right to a smoke-free environment.

This No Smoking Policy complies with the Health Act 2006 and associated regulations.

Scope of this Policy

We are committed to a programme of action to make this policy effective and to bring it to the attention of all Staff and all Staff are required to comply with and support this policy.

All members of the Senior Leadership Team 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.

Whilst the use of e-cigarettes, personal vaporizers, and electronic nicotine delivery systems (referred to in this policy as e-cigarettes) currently falls outside the scope of smoke-free legislation, the long-term health effects of the use of these devices (vaping) are unknown. The vapour from e-cigarettes may be a source of irritation to other member of staff and may represent a health risk through passive consumption (as with passive smoking). Students, parents, and visitors may also confuse e-cigarettes with normal cigarettes and, if e-cigarettes are used on school premises, form the impression that the Trust does not comply with the smoke-free legislation. In addition, as they are battery-operated, e-cigarettes may also pose a safety risk. We have therefore decided that the use of e-cigarettes will be covered by this policy, as above.

Restrictions on smoking

Smoking tobacco has a detrimental effect on the smoker's health and may also affect others as a result of passive smoking. We wish to promote a healthy and professional public image, and therefore, prohibits the smoking of tobacco or any other substance (for example, pipes (including water pipes such as shisha and hookah pipes), cigars and herbal cigarettes) on all Trust premises, including the grounds and car parks. In particular, Staff should not smoke or use e-cigarettes immediately outside any entrance to any of the Trust's premises.

No member of staff employed by the Trust will be permitted to smoke whilst on duty or representing the organisation.

Staff are only permitted to smoke whilst off duty (in official break times e.g. lunch break), and only outside of the school's boundary in an area that is not within the visibility of the school or its students. 'Under the Working Time Directive, where staff work for longer than six hours they are entitled to a break of a minimum of 20 minutes.

Smoking is not permitted in company vehicles.

Contract staff will also be informed via the contractor and adherence to the policy will be requested.

No-smoking signs are displayed at the entrances to the all the Trust School's.

Breaches of the Policy

Employees who act in breach of this policy may be subject to our Disciplinary Policy and Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

Staff have the right to report breaches under this policy in accordance with our Whistleblowing Policy and Procedure.

Any such reports will be treated in confidence where possible and any employee making such a report will not suffer any detriment as a result of such a report.

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

Smoking cessation support

The NHS Stop Smoking Service offer programmes of smoking cessation support for staff to include group, individual, behavioural and telephone support. Details of local smoking cessation clinics can be found here – www.nhs.uk/smokefree/stop-smoking or by phoning 0300 123 2055 (*free) to speak to an expert advisor.

Where employees have to attend smoking cessation services and this cannot be reasonably arranged outside of normal working hours, paid time off will be allowed. This will be subject to service considerations and in agreement with your line manager.