

Policy and Procedure: Smoke Free Policy

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1. Introduction

This policy reflects actions necessary due to the increasing evidence of serious health risks associated with breathing other people's tobacco smoke and the Government's White Paper 'Choosing Health'. It is Kingston Park Academy's intention to protect employees and others from the known hazards; this policy will operate on all our academy's premises, buildings and vehicles.

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.

Staff and visitors are not permitted to smoke within our academy buildings or on academy grounds. This includes the use of e- cigarettes. Staff are not permitted to smoke in or on any part of the academy site.

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 elected members, contractors, employees, students and visitors to the academy premises.
- 2.3 The academy /EAB also has a duty to protect employees who visit people in their own homes.
- 2.4 It is recognised that nicotine is a chemical addiction and how hard it is to quit. As a good employer we will try to help employees to quit.
- 2.5 All academy premises including offices, function rooms, all areas of the buildings and grounds, are to be designated smoke free environments. Important note: smoking will not be allowed at entrances and exits to the academy buildings or grounds. This includes the use of e- cigarettes.

3. Private Properties

- 3.1 The academy has a duty to protect employees whilst they are visiting people in their own homes (e.g. parent / 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 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 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. Help for those who Smoke and Want to Stop

- 6.1 This policy aims to improve the health of both smokers and non-smokers. The academy will therefore support staff who wish to quit and the introduction of the policy is an ideal opportunity for those who are considering stopping smoking to quit. An employee can request a referral to Occupational Health via their line manager if they would like support to stop smoking.

7. Policy Enforcement

- 7.1 This policy applies whether or not no smoking signs are displayed.
- 7.2 All employees are responsible for ensuring that the policy is complied with and for bringing it to the attention of new staff and visitors.
- 7.3 When a manager becomes aware that a member of staff is ignoring this policy, the manager should meet with the staff member and discuss the policy and offer support in complying with the policy through counselling, smoking cessation support or Occupational Health. 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 Principal and the Educational Advisory Body.