

DOVE HOUSE SCHOOL ACADEMY TRUST

Smoke Free Policy

Policy Title		Smoke Free Policy	
Author / Reviewer		Senior Leadership Team	
Trustee Committee		Delegated to the Headteacher	
Signed by: Tom Pegler (Headteacher)			
Reviewed: April 2020	Approved: April 2020	Next Review: April 2023	

Introduction

This policy reflects actions necessary due to the increasing evidence of serious health risks associated with smoking and with breathing other people's tobacco smoke. It is the intention of the Dove House School Academy Trust Board to protect employees and others from the known hazards; this policy will operate on all our Dove House School Academy 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 Dove House School Academy facilities while trying to be sensitive to the needs of existing employees who find it difficult not to smoke at work.

Staff, visitors, contractors and students are not permitted to smoke within Dove House School Academy buildings or on Dove House School Academy grounds.

This includes the use of e- cigarettes.

General Policy Principle

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.

This policy applies, equally to employees, students, members, trustees, contractors and visitors to any Dove House School Academy premises.

The Dove House School Academy Trust Board also have a duty to protect employees who visit people in their own homes.

It is recognised that nicotine is a chemical addiction and therefore how difficult it is to stop smoking. As a responsible employer, we will try to help employees to quit.

All Dove House School 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 Dove House School Academy buildings or grounds.

E-cigarettes on the Premises

For the purpose of the policy, the process of using an e-cigarette is defined as vaping.

Although e-cigarettes are not covered by the Health Act 2006, the school adopts a fully smoke-free environment, and recognises that use of e-cigarettes, whilst significantly safer for health than cigarettes, still pose some hazards, particularly for those with asthma and respiratory conditions who may be affected by the vapour.

The school also recognises that e-cigarettes may create a nuisance for others in the production of vapour, particularly for non-users.

The school does not consider the use of e-cigarettes to be professional behaviour and, therefore, individuals are not permitted to use e-cigarettes whilst on the premises.

Private Properties

The Dove House School 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.

Vehicles

Dove House School Academy owned vehicles are designated as smoke free environments **at all times**, including the use of e-cigarettes.

Smoking is not permitted in vehicles being used on Dove House School Academy business where car mileage allowance is being claimed and/or at times when students or staff are being carried. This includes the use of e-cigarettes.

Smoking Breaks

There is no facility in the Dove House School 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.

Help for those who Smoke and Want to Stop

This policy aims to improve the health of both smokers and non-smokers. The Dove House School 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.

Policy Enforcement

This policy applies whether or not no smoking signs are displayed.

All employees are responsible for ensuring that the policy is complied with and for bringing it to the attention of new staff, contractors and visitors.

Students caught smoking or vaping will receive a disciplinary sanction immediately in accordance with the school's Behaviour Policy.

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.

If all informal channels have been exhausted, employees failing to comply with this policy will be subject to normal disciplinary procedures.