



Smoke Free Policy

June 2024

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1 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, students, governors and visitors from exposure to smoke.

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

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

This 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.

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.

2 Scope

This policy applies to all staff members, contractors, trainees, 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 parents and carers, consultants, contractors, customers and visitors) are also required to comply with this policy.

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

3 Implementation of the policy

The Trust's Board has overall responsibility for the effective operation of this policy with delegated day-to-day responsibility for its operation given to Managers. Any questions concerning the operation of this policy should be directed to the HR Team. Responsibility for monitoring and reviewing the operation of the policy and any recommendations for change to minimise risks to our operations lies with the Executive Team.

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.

4 No Smoking and Vaping Procedure

Smoking and vaping are not allowed on any Trust premises or in Trust vehicles. The ban applies to anything that can be smoked and includes, but is not limited to, cigarettes, electronic cigarettes and other vaping devices, pipes (including shisha and hookah pipes), cigars and herbal cigarettes.

Staff may only smoke outside of the Trust sites and outside of any exclusion area determined by their workplace Manager during breaks. Staff should not smoke immediately outside of entrances or exits to any of our sites. When smoking outside, staff should ensure that they dispose of cigarette ends and other litter appropriately.

Staff must not promote smoking or vaping in any form to students. This includes the purchasing of; selling to; or sharing of cigarettes or other products that can be smoked or vaped as described above to any student regardless of whether they are of a legal age to smoke.

Staff must not smoke with students.

Staff using our vehicles or vehicles hired for work purposes, 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. Any questions concerning these provisions should be directed to the HR Team.

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 Manager.

5 Help for those who Smoke and Want to Stop

This policy aims to improve the health of both smokers and non-smokers. The Trust 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. The NHS have a dedicated page which lists a number of steps that smokers can take to help them quit smoking/vaping, visit <https://www.nhs.uk/live-well/quit-smoking/take-steps-now-to-stop-smoking/> for further information.

6 Breaches of the policy

Breaches of this policy will be dealt with in line with the Trust 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.

7 Review

This policy is reviewed biannually by the Trust. We will monitor the application and outcomes of this policy to ensure it is working effectively.

Log of Changes to Document

Version	Date	Page	Change	Who:
1.0	March 17	Whole document	Original document	Head of HR
1.0	June 2017	Cover page	Updated status to final. Updated date to June 17	Head of HR
1.0	June 2020	Whole Document	Table inserted on Front page for clearer version control and ownership	HR
1.0	June 2020	Whole Document	Approved	CEO
1.0	June 2022	Whole Document	Updated Job Titles on title page and body Section 4 title change Contents page updated	COO
2.0	June 2024	Whole Document	Updated Policy name Section 5 added Contents page updated	ELPD