

No Smoking Policy

Policy Code:	HS1
Policy Start Date:	November 2015
Policy Review Date:	November 2018

Please read this policy in conjunction with the policies listed below:

- HS4 Health and Safety Policy

1 Procedure

- 1.1 The Federation regards itself as a health-promoting organisation. It recognises that its staff act as role models for pupils in all aspects of school life, including health promotion. In light of the evidence that second-hand smoke causes damage to health, this No Smoking Policy has been implemented to:
- protect staff, children and young people, visitors and contractors from the effects of tobacco smoke
 - acknowledge the educational role of the organisation in discouraging children and young people from starting to smoke
 - guarantee a healthy working environment and protect the current and future health of employees, pupils, parents and visitors
 - to comply with National Legislation, Health & Safety and Employment Law
 - raise awareness of the dangers associated with exposure to tobacco smoke
 - take account of the needs of those who smoke and to support those who wish to stop

2 Responsibility and Implementation

- 2.1 It is the responsibility of all employees to adhere to this policy and wherever possible ensure it is being implemented and adhered to.

3 Procedure Details

3.1 Introduction

The purpose of this No Smoking Policy is to provide a healthy and safe working environment for all employees, pupils, parents, contractors and other visitors.

- 3.2 The intention is not to confront smokers but to encourage and help those who wish to give up. The issue is not whether someone smokes but where and when they smoke.

4 Restrictions on Smoking

Smoking is not permitted in any part of the premises, entrances or grounds at any time, by any person regardless of their status or business with the Academy. This extends to e-cigarettes and any other artificial apparatus.

Smoking will not be tolerated at entrances and exits and is not permitted in any of the following areas: lifts, corridors, stairways or wells, toilets, meeting or staff rooms or other communal and shared areas within the Academies.

Staff are not allowed to smoke in the presence/sight of pupils or parents. This includes trips outside of school hours.

Visitors

All visitors, contractors and delivery personnel are required to abide by the No Smoking Policy. Staff members are expected to inform visitors of the No Smoking Policy. However, they are not expected to enter into any confrontation which may put their personal safety at risk.

Vehicles

Smoking is not permitted in company vehicles or any vehicles being used on Academy business.

5 Procedures

Breach of this policy could lead to disciplinary action being taken.

This procedure may only be amended or withdrawn by The Priory Federation of Academies Trust.

6 Support for Smokers

Any smoker requiring help and support in giving up smoking is encouraged to seek assistance from NHS **Phoenix Health Shop - Lincoln Branch**, 21 Cornhill, Lincoln LN5 7HB; Tel: 01522 514 403. Alternatively, the National Don't Give Up Giving Up freephone helpline is 0800 169 0 169.

Policy Status: Draft

Policy Document
No Smoking Policy
Human Resources

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The Priory Federation of Academies Trust No Smoking Policy

This Policy has been approved by the Priory Federation of Academies Pay, Performance and HR Committee:

Signed..... Name..... Date:

Trustees

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Please note that a signed copy of this agreement is available via Human Resources.