

## No Smoking Policy

Policy Code:	HS1
Policy Start Date:	September 2021
Policy Review Date:	September 2023

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

- HR6 Data Protection Policy
- HS4 Health and Safety Policy
- Staff Code of Conduct

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## **1 Policy Statement**

- 1.1 The policy outlines The Priory Federation of Academies Trust's (The Trust) approach to smoking on any Trust site. The purpose is to provide a healthy and safe working environment for all members of staff, pupils, parents, contractors and other visitors. 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.
- 1.2 References to the Trust or Academy within this policy specifically include all primary, secondary and special academies within the Trust, as well as the Early Years setting at the Priory Witham Academy, Priory Training and Lincolnshire SCITT.
- 1.3 This policy does not form part of any member of staff's contract of employment and it may be amended at any time.
- 1.4 The Trust is committed to leading a healthy organisation, which includes a commitment to and promotion of emotional wellbeing and mental health. Therefore, all Trust policies and procedures ensure this commitment is incorporated in order to support all staff and students. Members of staff are encouraged to speak to their line managers, and students are encouraged to speak to any member of staff, if they feel any part of this policy would affect their emotional wellbeing and mental health. Any such comments should be passed to the Trust's HR department (via [FederationHR@prioryacademies.co.uk](mailto:FederationHR@prioryacademies.co.uk)) for appropriate consideration at the next available point in the policy review cycle.

## **2 Roles, Responsibilities and Implementation**

- 2.1 The Pay, Performance and HR Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Human Resources Director.
- 2.2 Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all employee are responsible for supporting colleagues and ensuring its success.

## **3 Aims**

- 3.1 To protect members of staff, service users, pupils and visitors to the Trust premises in accordance with the Health Act 2006.

## **4 Procedure**

- 4.1 The Trust 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

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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; and
- take account of the needs of those who smoke and to support those who wish to stop.

## **5 Restrictions on smoking**

- 5.1 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.
- 5.2 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.
- 5.3 Staff are not allowed to smoke in the presence/sight of pupils or parents/carers. This includes trips outside of school hours.
- 5.4 Smoking is not permitted in company vehicles or any vehicles being used on Academy business.

## **6 Visitors**

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

## **7 Procedures**

- 7.1 For staff, a breach of this policy could lead to disciplinary action being taken.
- 7.2 For visitors, contractors and delivery personnel, a breach of this policy may result in them being asked to leave the site.

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**8 Support for smokers**

- 8.1 Any smoker requiring help and support in giving up smoking is encouraged to seek assistance and support through the national smokefree service online at [www.nhs.uk/smokefree](http://www.nhs.uk/smokefree) or by phoning 0300 123 1044 (free) to speak to an expert adviser.

**9 Policy change**

- 9.1 This policy may only be amended or withdrawn by The Priory Federation of Academies Trust.

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## 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:

Designated Member of Staff

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