

No Smoking Policy

Policy Code:	HS1
Policy Start Date:	September 2018
Policy Review Date:	September 2021

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

- HR6 Data Protection Policy
- HS4 Health and Safety Policy

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 employees, 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 Wherever referred to, Academy or Trust throughout this policy includes The Robert De Cheney Boarding House at The Priory Academy LSST, the Keyworth Centre at The Priory City of Lincoln Academy, the Early Years Setting at The Priory Witham Academy, Priory Training and the French Centre.
- 1.3 This policy does not form part of any employee's contract of employment and it may be amended at any time.

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 This policy has been developed to protect employees, 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 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

5 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.

6 Procedures

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

7 Support for Smokers

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 or by phoning 0300 123 1044 (free) to speak to an expert adviser.

8 Policy Change

This policy may only be amended or withdrawn by The Priory Federation of Academies Trust.

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:

Designated Member of Staff

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