



The Holy Family of Nazareth Catholic Academy Trust

No Smoking Policy

Date of policy: **October 2020**

Date last review adopted by HFNCAT Board: **December 2020**

Frequency of review: **Annual**

Date of next review: **October 2021**

The Academy is committed to protecting the health, safety and welfare and of all those who work for us by providing a safe place of work and protecting all workers, service users and visitors from exposure to smoke. The Academy is committed to supporting national initiatives aimed at improving the health of the nation and is working towards a situation where no employees smoke at work.

This policy does not form part of any employee's contract of employment and it may be amended at any time.

"Tobacco is the only legally available consumer product which kills people when it is used entirely as intended" (ASH 2005).

Scope

This policy applies to all employees, councillors, visitors, contractors, service users and clients.

For the purposes of this policy, the term 'employee' includes full-time, part-time, temporary, casual and permanent employees. It also includes, Modern Apprentices, agency workers, volunteers and work experience pupils/students on placement.

This policy also applies to employees of other organisations whilst working at the Academy.

Persistent breaches of this policy by employees may result in disciplinary procedures.

Definitions

Building - These include enclosed buildings owned or managed by the Academy and buildings owned by other organisations where the Academy staff work. It also includes enclosed temporary buildings such as porta-cabins, huts, sheds and marquees which are owned or managed by the Academy.

Grounds - The area of land that surrounds the buildings, within the boundaries of the Academy.

Premises - All areas

At work - Employees engaged on Academy business during normal work hours.

Smoker - A person who smokes tobacco in any form during work hours.

Objectives

The objective of this policy is to ensure that the health of employees and others is not adversely affected by persons who smoke at work and encourage those employees who smoke to give up for health reasons. This policy also aims to reduce the risk of fire caused by discarded cigarettes or matches.

To meet these objectives, the following principles will therefore apply:

- Employees and others shall not be exposed to tobacco smoke whilst at work if they do not wish to be.
- Employees who wish to give up smoking will be encouraged and supported.

Policy

No person may be permitted to smoke in any Academy building or in the grounds of the Academy.

Smoking must not take place near any doorways or windows where the smoke may affect others.

Academy staff working in buildings owned by other organisations must also follow the smoking policy of that organisation as well as this policy.

The ban applies to anything that can be smoked and includes, but is not limited to, cigarettes, pipes (including water pipes such as shisha and hookah pipes), cigars and herbal cigarettes.

Employees are not entitled to take specific "smoke-breaks" during paid work hours.

Smoking in vehicles

Where private vehicles are being used on Academy business, they shall be deemed to be smoke-free if non-smoking passengers are being carried.

Breaches of the policy

Breaches of this policy will be dealt with under the Academy's Disciplinary Policy and 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.

Occupational Health support

Employees who smoke may be offered help and support via Occupational Health if they wish to give up smoking.

