

NO SMOKING / VAPING POLICY

Document control table			
Document title:		No Smoking/Vaping Policy	
Owner (name & job title):		Laura Calton, Business Services Development Officer	
Version number:		V6	
Date approved:		June 2024	
Approved by:		Executive Board	
Date of next review:		October 2026	
Document History			
Version	Date	Author	Note of revisions
V1	Aug 2013	KW	
V2	Sept 2015	KB	Definition of ‘smoking’ to include e-cigs
V3	Feb 2018	KB	Policy review no update
V4	Mar 2020	KN	Policy review no update
V5	Mar 2022	L Calton	Links updated in section 4. Recruitment section updated.
V6	Mar 2024	L Calton	Policy titled amended to include vaping No vaping referred to throughout policy

NO SMOKING / VAPING POLICY

1. Introduction

- 1.1 Part 1 of the Health Act 2006 makes virtually all (substantially) enclosed public and workplaces, including vehicles, smoke-free. The law came into force on 1st July 2007.
- 1.2 Second-hand smoke (passive smoking): breathing other people's tobacco smoke, has now been shown to cause lung cancer and heart disease in non-smokers, as well as many other illnesses and minor conditions.
- 1.3 Outwood Grange Academies Trust is committed to promoting the good health of its employees and the provision of a safe working environment. The Trust has a duty, under health and safety legislation, to ensure the health, safety and welfare of all employees, including the working environment 'so far as is reasonably practicable' and is committed to fulfilling this duty by providing a smoke and vape free environment for all staff.
- 1.4 In recognition of the above, the Trust implements a policy on providing a smoke and vape free environment, the details of which are set out below.

2. The Objectives

- 2.1 The specific objectives of the policy are as follows:
 - (a) to contribute to a healthy and safe environment for the Trust's students, staff and visitors.
 - (b) to ensure that all staff, students and visitors to Trust's premises benefit from a smoke and vape free environment.
 - (c) to protect staff and students from the hazards of second-hand smoke inhalation whilst at the academy.
 - (d) to heighten staff awareness of the health risks associated with smoking.
 - (e) to provide opportunities, assistance and support to those staff who wish to give up or cut down smoking.

3. Policy Provisions

- 3.1 Smoking or vaping is not allowed in Trust premises or vehicles. For the avoidance of doubt, smoking also includes the 'smoking' of electronic cigarettes or 'e-cigs'.

- 3.2 Smoking in private vehicles during work time is not encouraged so that the driver has full control of the car. If there are any passengers in the car that do not smoke then there must be no smoking. If there are any students in the vehicle then smoking or vaping is not permitted.
- 3.3 Smoking and vaping is not permitted in any part of the Trust's premises and grounds, including car parks.
- 3.4 Smoking or vaping is not allowed whilst on duty. Therefore, staff should only be leaving the site to smoke or vape during their formal breaks.
- 3.5 In order to set a good example and lead the way in promoting healthy living initiatives, the Trust expects that before smoking or vaping, any Trust identity wear should be removed.
- 3.6 The Trust would also expect that staff will consider the appearance of the Academy when leaving the premises to smoke or vape and avoid congregating outside entrances and driveways.
- 3.7 The policy applies to students, staff, governors, visitors and contractors regardless of their status or business with the Trust.
- 3.8 All visitors, contractors and deliverers are required to abide by the No Smoking / Vaping Policy. Staff members are expected to inform visitors and contractors of the policy, however, they are not expected to enter into any confrontation that may put their personal safety at risk. This will apply during both term and non-term time.
- 3.9 When attending meetings or other events at venues where smoking or vaping is permitted, staff are expected not to smoke or vape, both because they are representing the Trust and therefore its strategy on tackling smoking, and because it is important not to expose others to second-hand smoke.
- 3.10 When staff are accompanying a visit, trip or residential outing then staff should never smoke or vape in front of students. If a member of staff needs to smoke or vape then they should arrange to take a break when the students can be fully supervised by other colleagues and ensure they are out of view of students and in an appropriately designated smoking area.
- 3.11 This policy is intended to benefit all staff and visitors and all staff are responsible for its continued implementation.
- 3.12 Managers must play their part in promoting the policy. If the manager identifies that an employee genuinely needs assistance in adhering to the policy, they can draw their attention to the available support and assistance outlined in section 4 of the policy.

4. Support and Assistance for Smokers

- 4.1 The Trust is committed to helping smokers comply with the policy and the relevant Occupational Health provider will offer a programme of support, in partnership with the NHS, for employees who would like help to stop smoking. For those who do not wish to stop smoking, support will also be offered to help them manage not smoking during working hours.
- 4.3 Further advice and support on stopping smoking can be obtained from the NHS Smoking Helpline on 0800 1690169 or [NHS stop smoking services](#) or [NHS Better Health - Quit Smoking](#).

5. Recruitment

During the interview process, applicants are informed that all sites are non-smoking/vaping sites.

6. Scope

- 6.1 The policy applies to all employees of the Trust.
- 6.2 The policy applies to students, visitors, contractors regardless of their status or business with the Trust.
- 6.3 Smoking or vaping is not allowed in any part of the Trust's premises and grounds, including offices, corridors, toilets and car parks.

7. Enforcement

- 7.1 Breaches of this policy may be considered as misconduct under the disciplinary procedure.

8. Monitoring

- 8.1 In order to ensure fair and effective management of this policy, arrangements have been put in place to ensure the process is monitored.
- 8.2 The policy will be reviewed in 24 months to ensure that it still meets with the requirements of legislation.