

# Mercia Primary Academy Trust



## Smoke Free Policy

### Policy Status and Review

<b>Date:</b>	June 2021
<b>Review Date:</b>	June 2024
<b>Signed by Director:</b>	
<b>Date Signed:</b>	

### Introduction

This policy reflects actions necessary due to the increasing evidence of serious health risks associated with breathing other people's tobacco smoke and the Government's White Paper 'Choosing Health'. It is the Trust's intention to protect employees and others from the known hazards; this policy will operate on all the Trust's sites, premises and buildings.

The objective of this policy is to create a smoke free environment for all who work in, or use, any of our Trust's facilities while trying to be sensitive to the needs of existing employees who find it difficult not to smoke at work.

Staff and visitors are not permitted to smoke within our Trust's buildings or grounds. This includes the use of e- cigarettes. Staff are not permitted to smoke in or on any part of the Academy site.

### General Policy Principle

- 1.1 This policy seeks to guarantee non-smokers the right to work in air free from tobacco smoke and ensure compliance with the Health and Safety at Work Act, which places a duty of care on employers to protect the health of employees and non-employees.
- 1.2 This policy applies, equally to elected members, contractors, employees, students and visitors to the premises.
- 1.3 The Trust also has a duty to protect employees who visit people in their own homes.
- 1.4 It is recognised that nicotine is a chemical addiction and how hard it is to quit. As a good employer we will try to help employees to quit.
- 1.5 All Trust premises including offices, function rooms, all areas of the buildings and grounds, are to be designated smoke free environments. Important note: smoking will not be allowed at entrances and exits to the buildings or grounds. This includes the use of e- cigarettes.

### Private Properties

- 2.1 The Trust has a duty to protect employees whilst they are visiting people in their own homes (e.g. parent / carers of students). However, we recognise that due to the special and sometimes urgent nature of the work, that staff may at times be unavoidably exposed to the second hand smoke of persons being visited. Action should always be taken to minimise the risks of this, prior to visits being made. Persons in this situation who are pregnant or have a medical condition affected by smoking should inform their line manager. The employee should ask the homeowner not to smoke whilst they are in the premises. Employees will be supported with a refusal to visit homes where the homeowner is unwilling to follow the employee's request.

### Smoking Breaks

- 3.1 There is no facility in the school day for staff to request a smoking break. Breaks taken do not form part of the working day and need to be authorised by a manager; time spent away from the workplace will need to be accounted for. Evidence shows that additional smoking breaks can account for up to half a day's work per week and therefore cannot be tolerated.

### Policy Enforcement

- 4.1 This policy applies whether or not no smoking signs are displayed.
- 4.2 All employees are responsible for ensuring that the policy is complied with and for bringing it to the attention of new staff and visitors.

This information can be made available in a range of formats and languages, including Braille and large print. If this would be useful to you or someone you know, please contact your Directorate HR Unit.

*A signed copy of this document is available from the school office*

### Version Control

Version	Date Approved	Changes	Reasons for Alterations
	March 2021	Added range of formats	Accessibility