

St Luke Academies Trust



Smoke Free Policy

Our Lady of Walsingham



Presented to Directors: 27th March 2017

Adopted by Directors: 19th April 2017

Review date: March 2020



Our Vision

The vision of St Luke Academies Trust is to develop each of its schools as welcoming and inclusive communities, where faith is nurtured, excellence in learning is achieved and pupils are inspired to serve others, following the example of Jesus.

We aspire to follow the Church's mission; to make Christ known to all people, placing Christ and the teaching of the Catholic Church at the centre of people's lives.

The expectation of the Trust Board is that the work of all members of St Luke Academies Trust is based on trust, collaboration and respect, with all members and their contributions equally valued.

1. 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 St Luke Academies Trust's intention to protect employees and others from the known hazards; this policy will operate on all St Luke Academies Trust's school premises, buildings and vehicles.

The objective of this policy is to create a smoke free environment for all who work in, or use, any of St Luke Academies Trust and its schools' 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 Trust or school buildings or grounds. This includes the use of e- cigarettes. Staff are not permitted to smoke in or on any part of school sites.

2. General Policy Principle

- 2.1 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.
- 2.2 This policy applies, equally to elected members, contractors, employees, students and visitors to the Trust and its schools' premises.
- 2.3 St Luke Academies Trust Board of Directors also has a duty to protect employees who visit people in their own homes.
- 2.4 It is recognised that nicotine is a chemical addiction and that employees who smoke find it difficult to give up. It is expected that leaders will support any employees who are attempting to give up smoking.
- 2.5 All St Luke Academies Trust and schools' 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 buildings or grounds. This includes the use of e- cigarettes.

3. Private Properties

- 3.1 St Luke Academies Trust and its schools have 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.

4. Vehicles

- 4.1 Smoking is not permitted in vehicles being used on Trust or school business where car mileage allowance is being claimed or at times when pupils are being carried, this applies to the use of e-cigarettes.

5. Smoking Breaks

- 5.1 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 authorised.

6. Help for those who Smoke and Want to Stop

- 6.1 This policy aims to improve the health of both smokers and non-smokers. The Trust and its schools will therefore support staff who wish to stop smoking .
- 6.2 Employees will also be signposted to Northamptonshire NHS Stop Smoking Service
Telephone: 0845 601 3116
Email: smokefree@nhft.nhs.uk
- 6.3 An employee can request a referral to Occupational Health via their line manager if they would like support to stop smoking.

7. Policy Enforcement

- 7.1 This policy applies whether or not no smoking signs are displayed.
- 7.2 All employees are responsible for ensuring that the policy is complied with and for bringing it to the attention of new staff and visitors.
- 7.3 When a manager becomes aware that a member of staff is ignoring this policy, the manager should meet with the staff member and discuss the policy and offer support in complying with the policy through counselling, smoking cessation support or Occupational Health. Under no circumstances should a confrontational attitude be adopted or allowed to develop. If all informal channels have been exhausted, employees failing to comply with this policy will be subject to normal disciplinary procedures.

