



Smoking Policy

November 2018

Signed (Chair of Trustees):	
Date:	November 2018
Date of Review:	November 2019

The Arbor Academy Trust reviews this policy annually. The Trustees may, however, review the policy earlier than this, if the Government introduces new regulations, or if the Trust receives recommendations on how the policy might be improved. This document is also available in other formats e.g. e-mail and enlarged print version, on request to the School Offices and is displayed on the schools' websites.

1. Introduction

Passive smoking or breathing other people's tobacco smoke has now been shown to cause lung cancer and heart disease in non-smokers. Equally, smokers themselves suffer from these illnesses and conditions, which in turn gives rise to sickness absence.

2. Legal Context

- a. Employers have a duty in common law to take reasonable care to protect the health of their employees. The Arbor Academy Trust and the Governing Body recognise that other people's tobacco smoke is both a public health hazard and an employee welfare issue. The Government also recognises this and it is now illegal to smoke in public places (including work places).
- b. The Health and Safety at Work Act (1974) places a duty on employers to provide a working environment for employees that is so far as is reasonably practicable:

"... safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work."

- c. Therefore, in order to comply with legal obligations and to provide a healthier environment for both staff and pupils, the Governing Body has adopted the following policy concerning smoking at work.

3. Main aims of the policy

- a. By introducing a policy on Smoking at Work, the Governing Body aims to:
 - contribute to Waltham Forest Council's vision for 2012 and to government strategies for a healthier nation;
 - create a healthier workforce and reduce sickness absence;
 - create a healthier and more pleasant environment by eliminating tobacco smoke from all school premises;
 - comply with legal duties to ensure the health, safety and welfare of employees; and
 - comply with its legal duties to ensure public health

4. General Principles

- a. This smoking policy seeks to guarantee all staff the right to work in an environment free from tobacco smoke, whilst recognising that some employees may wish to quit and others may not. Therefore the policy offers support for those who wish to quit and clear guidance for those who do not.
- b. Conditions will be attached to the hire of school halls and other facilities to ensure that these remain smoke-free.
- c. The Governing Body expects all staff to refrain from smoking during work time. Work time means any time an employee is being paid as part of their working week, except for authorised absence. Examples of work time include:
 - any time recorded on a time sheet as time spent carrying out duties
 - when engaged in school activities including when representing the school at external events
- d. Risk assessments will have to be made and special arrangements implemented where necessary, in order to protect the employee's health in workplaces where the school has no control and the employee may be subject to second hand smoke (e.g. home visits).
- e. Staff and visitors will be expected to refrain from smoking in all school/council premises and associated school grounds, including car parks within 40 metres of any school building.
- f. Employees should not absent themselves from their place of work during work time for the purposes of smoking. Staff who wish to smoke should do so in their own time.
- g. Line managers should not condone staff taking time away from work in order to smoke.

5. Visitors, Temporary Employees and Voluntary Workers

- a. This policy applies equally to all visitors, volunteer workers and temporary employees, including agency staff, consultants etc whether employed by the school or visiting school premises.
- b. The following arrangements should be made for assisting in compliance with this policy and for informing staff, visitors, temporary employees and voluntary workers:

Suitable and sufficient signage should be provided in all school premises to indicate that all sites are no smoking;

- Suitable and sufficient receptacles for extinguishing smoking materials should be provided at the entrances of all premises;
- The person inviting the visitor or engaging the temporary employee or voluntary worker should inform them of the policy at the outset via the invitation letter or email.
- The receptionist or person greeting the visitor or worker should inform them of the policy upon arrival at the premises.

6. Enforcement of the Policy

- a. The responsibility for enforcement of this policy lies with:
 - Headteachers and Line Managers for breaches related to smoking during work time; and with
 - Line Managers and Site Officers for breaches related to smoking on school premises.
- b. Breaches of this policy by staff will be subject to the normal disciplinary procedures for employees.
- c. Both staff and managers should challenge breaches of the policy by non-employees. Non-employees who breach the Smoking Policy and refuse to comply should be politely asked to leave the premises concerned.

7. Help for those who smoke

- a. This policy recognises that second-hand smoke adversely affects the health of all employees. Arbor Academy Trust would wish to encourage employees to give up smoking and seeks to influence this by controlling when and where they smoke thereby limiting the effects that smoking has on non-smoking colleagues and the public. However, it is recognised that the changes may impact on the working lives of employees that smoke.
- b. In an effort to assist individual employees in adjusting to the changes, the following help will be provided:
 - Free Smoking Cessation Support;
 - Occupational Health advice; and
 - Counselling.
- c. Telephone counselling for staff who feel anxious or otherwise about the new working arrangements is available 24 hours a day, seven days a week via the Council's counselling service for staff.
- d. Training in Managing Stress will be available for those employees who use smoking as a way to manage stress.
- e. Support and encouragement should be offered by the colleagues of staff who wish to take this opportunity to try to stop smoking.
- f. Support arrangements for employees should not interfere with the delivery of teaching and learning and services within the school.

8. Recruitment procedures

- a. Details of the policy should be included in the recruitment packs associated with job applications.
- b. All job applicants should be made aware of the Smoking Policy at the interview stage.
- c. On their appointment, all new employees should be provided with access to a copy of this policy.

9. Informing employees of the policy

- a. The Governing Body/Headteacher should provide adequate notice to staff of the implementation of the policy and should aim for this to be no less than 90 days where possible. The policy should be available in the School Staff Handbook.

10. Implementation, monitoring and review

- a. The responsibility for implementing this policy rests with all employees and managers. Where necessary guidance will be provided for employees and managers on implementing the policy via Human Resources.
- b. The responsibility for monitoring the policy rests with the Governing Body and the School Senior Management team.
- c. A formal review of the policy will be conducted after eighteen months. Trade unions and health and safety representatives will be consulted on the results of the monitoring and review.

11. Changes to the policy

- a. 90 days notice will be given regarding any changes made to the policy. Trade unions and health and safety representatives will be consulted in good time about any proposed changes.

12. Consultation

- a. This policy has been devised in full consultation with Trade Unions and representatives concerned with health and safety in Waltham Forest Council.