

# Swift Academies

## No Smoking at Work Policy

**Accepted by:** Board of Directors March 2018

**Approving Body :** Board of Directors

**Committee :** Standards

**Review Cycle:** 3 years

**Last reviewed:** March 2021

**Date for next review:** March 2024

### 1 INTRODUCTION

The Academy recognises its duty to protect the health, safety and welfare of its employees and as such is committed to providing a smoke free environment and to minimise the risks associated with passive smoking.

### 2 OBJECTIVES

The objectives of this policy are:-

- a) to establish a smoke-free environment;
- b) to protect employees from the risks of passive smoking;
- c) to minimise the Academy's potential liability to passive smoking claims;
- d) to ensure that the Academy's responsibilities under the 1974 Health & Safety at Work Act and the 1992 Workplace (Health, Safety and Welfare) Regulations are met;
- e) to enhance the Academy's image;
- f) to reduce conflict between smokers and non-smokers.

### 3 THE POLICY

3.1 It is the policy of the Academy that there is a complete ban on smoking in all workplaces, including car parks and areas at the front and rear of buildings.

It applies to all Academy employees whilst at work, Governors/Directors, visitors and contractors during working hours.

3.2 **Only** in the following circumstances will the policy not apply:

- a) Employees who during their working hours are away from the Academy workplace and who are on premises which have a policy that allows smoking e.g. external training courses, meetings in premises not controlled by the Academy.
- b) Employees who during their working hours are travelling **alone** in their **own** vehicle. This does not include cars parked in the Academy car park.

## **4 RESPONSIBILITY**

- 4.1 All Academy employees have a responsibility to conform with this policy. Employees failing to comply with the policy may be subject to disciplinary action which could ultimately lead to their dismissal. All employees have a duty to inform contractors and visitors to the Academy of the policy when appropriate.
- 4.2 Head Teachers/Heads of School have a responsibility for implementation and monitoring of the policy within their Academy. This includes responsibility for ensuring that all employees have access to the policy and that new employees are made aware of it. In addition, it is the responsibility of the Head Teachers/Heads of School to ensure that the policy is made clear to all job applicants; is specified on job advertisements; and is included as a term in any contracts or statements of particulars.
- 4.3 The Academy is responsible for the provision of advice and guidance to employees who wish to give up smoking and for revision of the policy in light of any new legal developments

## **5 LEASING / HIRING OF ROOMS**

Organisations/individuals leasing or hiring rooms from the Academy are encouraged to observe this no smoking policy

## **6 COUNSELLING & SUPPORT**

- 6.1 Information will be made available to all employees on the harmful effects of both active and passive smoking.
- 6.2 Advice and assistance will be given wherever practicable to employees who wish to stop smoking. Requests for time off for counselling / attendance on courses will be considered on their merits, subject to the exigencies of the service.

## **7 PUBLICISING THE POLICY**

- 7.1 A copy of this policy will be held in each Academy and will be made available to employees on request. A copy will be posted on notice boards for the benefit of employees and visitors.
- 7.2 Prospective employees will be informed of the existence of this policy in recruitment literature and a copy will be issued to all new employees. The policy will be emphasised during employee induction.

## **8 REVIEWING THE POLICY**

- 8.1 The policy will be revised as appropriate, in accordance with any EC or UK legislative developments.

**Please note that within Swift Academies this policy applies to all forms of smoking including the use of E-cigarettes.**