

# No Smoking Policy

|                        |                                    |
|------------------------|------------------------------------|
| Policy/Procedure Title | No Smoking Policy                  |
| Author                 | OCC                                |
| Approved by            | Model and updates adopted annually |
| Reviewed               | February 2019                      |
| Review date            | February 2020                      |

## Introduction

1. This policy applies to anyone working for the Propeller Academy Trust (PAT) including those working through service contracts, on a casual or temporary basis, consultants and agency workers.
2. Exposure to second hand smoke increases the risk of lung cancer, heart disease and other serious illnesses.
3. The aims of this policy are to:
  - promote a healthy work environment and protect the current and future health of employees, customers and visitors
  - guarantee the right of non-smokers to breathe in air free from tobacco smoke
  - comply with health & safety and employment law
  - raise awareness of the dangers associated with exposure to tobacco smoke
  - take account of the needs of those who smoke and to support those who wish to stop.

## Restrictions on Smoking

4. Smoking is not permitted in work time. Line managers may agree breaks as long as working time is made up and breaks do not adversely affect individual or team performance.
5. Smoking is not permitted at any time in any part of the premises, entrances or exits, by any person regardless of their status or business with the organisation. This includes lifts, stairways, toilets, meeting or staff rooms, basements.
6. Appropriate 'no-smoking' signs will be clearly displayed at entrances to and within the premises and in all PAT vehicles.

## Volunteers, Consultants and Visitors

7. All volunteers, consultants, visitors, contractors and deliverers are required to abide by the no-smoking policy. Staff members are expected to inform volunteers, consultants, customers or visitors of the council's no-smoking policy. However, they are not expected to enter into any confrontation which may put their personal safety at risk.

## Vehicles

8. Smoking is not permitted in PAT vehicles or any vehicle used to carry passengers on PAT business e.g. taxi.

## Use of Electronic Cigarettes (vaping)

9. Whilst there is clear evidence that vaping helps support people to give up smoking the PAT prohibits the use of e-cigarettes in the workplace, in PAT vehicles, in client homes or where staff are working in the community with public and clients.

## Non-Compliance

10. The disciplinary action will be taken if an employee does not adhere to this policy. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

## Support for Smokers

11. Oxfordshire Smoking Advice Service Tel: 0845 40 80 300 or 01865 787165 or e-mail: [smoking.advice@oxfordhealth.nhs.uk](mailto:smoking.advice@oxfordhealth.nhs.uk) or [www.smokefreeoxfordshire.nhs.uk](http://www.smokefreeoxfordshire.nhs.uk)
12. [Smokefree National Helpline](#) to speak to a trained adviser on **0300 123 1044**
13. Advice is also available for from the PAT's Occupational Health Service..

## Review

14. In introducing and reviewing this procedure an impact assessment has been undertaken to take account of the Equality Act 2010.

## Related policies

- [Disciplinary Procedure](#)
- [Disciplinary Appeals Procedure](#)
- [Driving at Work](#)