

# No Smoking Policy

Frequency of Review	Every 5 years
Author	(Judicium model) COO
Approved by	Trust Directors
Reviewed	March 2024
Date of Next Review	March 2029 (unless there is a material change)

## Introduction

The Propeller Academy Trust applies this policy to all individuals working for the Trust and its member schools at all levels and grades, including the CEO, COO, Headteacher and members of the Senior Leadership Group, officers, Directors, employees, contractors, trainees, home-workers, consultants part-time and fixed-term employees, casual and agency staff (collectively referred to as “Staff” in this policy).

Third parties who have access to our premises (such as parents and visitors) are also required to comply with this policy.

This policy does not form part of any employee’s terms and conditions of employment and is not intended to have any contractual effect. We reserve the right to amend this policy at any time.

We are committed to protecting the health, safety, and welfare and of all those who work for us by providing a safe place of work and protecting all workers, service users, visitors, and students from exposure to smoke.

All Trust premises, including the grounds and car parks, including vehicles owned or used by the Trust are smoke-free and all Staff, students and visitors have a right to a smoke-free environment.

This No Smoking Policy complies with the Health Act 2006 and associated regulations.

## Scope of this Policy

We are committed to a programme of action to make this policy effective and to bring it to the attention of all Staff and all Staff are required to comply with and support this policy.

All members of the Senior Leadership Team have a specific responsibility to operate within the boundaries of this policy, ensure that all Staff understand the standards of behaviour expected of them and to take action when behaviour falls below its requirements.

Smoking tobacco has a detrimental effect on the smoker’s health and may also affect others as a result of passive smoking. We wish to promote a healthy and professional public image, and therefore, prohibits the smoking of tobacco or any other substance (for example, pipes (including water pipes such as shisha and hookah pipes), cigars and herbal cigarettes) outside the designated smoking areas **OR** on all Trust premises, including the grounds and car parks. In particular, Staff should not smoke or use e-cigarettes immediately outside any entrance to any of the Trust's premises.

Whilst the use of e-cigarettes, personal vaporizers, and electronic nicotine delivery systems (referred to in this policy as e-cigarettes) currently falls outside the scope of smoke-free legislation, the long-term health effects of the use of these devices (vaping) are unknown. The vapour from e-cigarettes may be a source of irritation to other member of staff and may represent a health risk through passive consumption (as with passive smoking). Students,

parents, and visitors may also confuse e-cigarettes with normal cigarettes and, if e-cigarettes are used on school premises, form the impression that the Trust does not comply with the smoke-free legislation. In addition, as they are battery-operated, e-cigarettes may also pose a safety risk. We have therefore decided that the use of e-cigarettes will be covered by this policy, as above.

No-smoking signs are displayed at the entrances to the all the Trust School's.

### **Breaches of the Policy**

Employees who act in breach of this policy may be subject to our Disciplinary Policy and Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

Staff have the right to report breaches under this policy in accordance with our Whistleblowing Policy and Procedure.

Any such reports will be treated in confidence where possible and any employee making such a report will not suffer any detriment as a result of such a report.

Smoking in smoke-free premises or vehicles is also a criminal offence and may result in a fixed penalty fine and/or prosecution.