



**SMOKING POLICY**

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| DATE OF POLICY | 20/9/2023 |
| REVIEWED DATE | 20/09/2023 |
| WRITTEN BY | Grace Speakman |
| APPROVED BY | Rachel Duffy |



# Smoking at Work Policy

## Policy Statement

This policy covers any workplace premises that are owned or controlled by the organisation. The aim of the policy is to ensure that staff, visitors and customers are protected from the effects of smoking wherever possible.

In accordance with current legislation, and as part of its continuous review of health and safety matters, the organisation has considered the current evidence of the health risks associated with smoking and passive smoking, as well as the discomfort suffered by non-smokers exposed to tobacco smoke, and the legal position.

In order to maintain a safe and comfortable working environment for everyone, the following policy has been introduced from 1st September 2022.

The aim of the smoking policy is to guarantee the right of non-smokers to breathe smoke-free air at work, while also taking into account the needs of those who smoke. The policy is not concerned with whether people smoke, but with where they smoke while at work.

Any concerns employees may have regarding smoking at work should be reported immediately to a responsible person so that corrective action can be taken if necessary.

## Arrangements for Ensuring the Health and Safety of Workers

The organisation recognises its legal responsibilities under smoke-free legislation to ensure that nobody smokes in premises that are owned or controlled by the organisation. The organisation also recognises that smoking constitutes a fire risk and a hazard to the health of all its employees, both smokers and non-smokers (as a result of “passive smoking”).

As a result of the above, **smoking will not be permitted in the premises, in the grounds or in any company vehicles**. This restriction applies at all times and applies to those on the premises, including outside normal working hours.

The use of e-cigarettes or similar is to be treated in the same way as real cigarettes and will fall within this policy.

All visitors, temporary staff, contractors and clients will be expected to abide by the terms of the smoking policy. Appropriate “No Smoking” signs will be displayed at all entrances to the premises and employees should tactfully remind visitors of the policy, if necessary.

Anyone wishing to smoke may do so on the provision that they do so in their own time, not be seen by students or within a predefined radius of the school building(s) and should not be in groups of two or more at one time.

## Support for Smokers

It is recognised that some smokers will need to adjust to this policy and may welcome some support. If you would like further information or advice about coping with the policy, or would like to use this opportunity to give up smoking, please contact our HR Manager.

Please note that from 1st September 2022 this smoking policy will form part of the health and safety policy. Any employee who ignores the smoking ban or breaches the terms and conditions set out in this policy, will be treated in accordance with the disciplinary procedure and, in the case of repeated offences, may be dismissed from the organisation’s employ.

The HR department will be responsible for informing all job applicants of this rule before offers of appointment are made or accepted. Information on the policy will be:

* circulated to all staff
* provided to all new employees
* included in the health and safety policy
* included in handbooks, information packs and on the organisation’s website.