

Smoke Free Policy

Bolder Academy

390 London Road, Isleworth, Middlesex TW7 5AJ

Registered in England and Wales No: 08932893

Smoke Free Policy V1

This policy is called:	Smoke Free Policy
It applies to:	All staff at Bolder Academy
Person responsible for its revision:	Headteacher
Status:	Non - Statutory
Published on:	The staff shared area
Approval by:	Governing Board or Delegated Committee
Review frequency:	Every four years
Date of approval:	5 th December 2017
Date of next approval:	December 2021

Introduction

Smoking remains the single biggest cause of ill-health and premature death.

Following a free vote by MPs in February 2006, legislation making all workplaces and enclosed public places smoke-free was introduced in England from summer 2007. Bolder Academy supports this and recognises the need to introduce an appropriate smoke-free policy.

Statement of Intent

Bolder Academy is committed to providing a safe and comfortable working environment within all its buildings and throughout its site for employees, students and visitors. It will do as much as possible to ensure the health of its employees is not put at risk. However, Bolder Academy also accepts that smoking is a legal activity and a matter of personal choice. Therefore, the policy is not concerned with *whether* individuals smoke; it is concerned with *where* and *when* smoking takes place.

Scope

This policy covers all Academy premises (buildings and grounds), areas at or in sight of the immediate Academy boundary or entrances and vehicles where employees of Bolder Academy work, whether they are full time, part time or temporary agency staff.

This policy covers all types of cigarettes and tobacco and includes e-cigarettes.

Standards

Smoking is prohibited within all Academy premises and grounds. This includes in vehicles parked on the Academy premises and vehicles owned by the Academy whatever their location.

Staff, volunteers and parent helpers are expected to refrain from smoking on all trips and visits.

All visitors and contractors will be notified of the policy via notices in Reception Areas.

Persistent contravention of this policy by employees will be regarded as a disciplinary breach and will be treated as misconduct under the Disciplinary Procedure.

Smoking away from Academy buildings and grounds will only be permitted in the employees' own time, i.e. at recognised official break times (see 4.5.1 and 4.5.2), and will not be permitted within working hours

Smoking is not permitted in such places as would bring the Academy into disrepute i.e. at or in sight of the immediate Academy boundary or entrances.

The Working Time Regulations 1998 state that:

- Workers over 18 have the right to one uninterrupted unpaid 20 minutes rest break if they work more than 6 hours a day.
- Workers over Academy leaving age but under 18 are entitled to an unpaid 30 minutes rest break if he/she works for longer than four and a half hours.
- The guidance also stated that there is no right to take smoking breaks.

The Academy

- The Academy is a non-smoking site and does not allow designated smoking breaks.
- If staff wish to smoke within their designated work breaks this is not permitted on the Academy site and or in sight of the immediate Academy boundary or entrances.
- Staff may request smoking breaks. This request should be made to the Line Manager and if this is possible due to your role and working times this may be agreed as either:
 - Unpaid and your contractual hours decreased or
 - Unpaid and working times on site increased to accommodate the request
- Requests will be dealt with on a case by case basis and if agreed the number and length of the breaks will also be agreed.

Notices reminding people they are in a smoke-free area will be displayed in prominent locations. These signs will comply with the requirements set out in the smoke-free legislation.

The Academy will ensure that a system is available in reception that staff must use to sign in and out when going and returning from smoking breaks.

Responsibilities

The Governing Board will ensure full implementation of this policy by:

- Ensuring that awareness of this policy is promoted.
- Ensuring that this policy is reviewed annually or sooner if legislation, approved codes of practice, or incidents highlight deficiencies in the policy.

The Headteacher will ensure full implementation of this policy by:

- Ensuring all employees/workers co-operate to ensure the success of this policy.
- Monitoring compliance and act upon breaches of this policy. In the unlikely event of an employee not respecting the policy the line manager will attempt to resolve the situation informally in the first instance but if not able to be resolved the formal disciplinary procedure will be invoked.

Employees:

- Must co-operate to ensure the implementation of this policy.
- Must not smoke within the Academy premises or in sight of the immediate Academy boundary or entrances.
- Should support and encourage colleagues who wish to give up smoking.
- Must request agreement to take smoking breaks from their line manager.
- Must sign in and out at reception when leaving and returning to the site for smoking breaks.

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