



**MOWBRAY**  
Education Trust

# No Smoking & Vaping Policy

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Prepared by: Group Head of HR

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## 1 Introduction

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

We accept that it is an individual's choice to smoke or vape. However, our staff are role models for our students and smoking is not a healthy choice for students to make. It is our expectation that staff comply with this policy for this reason as well as to ensure that the Trust meets its obligations under the relevant legislation.

All of our Trust sites (including our vehicles) are smoke-free and all staff, students and visitors have a right to a smoke-free environment.

This policy complies with the Health Act 2006 and associated regulations. We are committed to a programme of action to make this policy effective and to bring it to the attention of all staff.

This policy does not form part of any employee's contract of employment and it may be amended at any time. Any breach of this policy may result in disciplinary action.

## 2 Scope

This policy covers all individuals working at all levels and grades, including all employees, contractors, trainees, homeworkers, part-time and fixed-term employees, casual and agency staff and volunteers (collectively referred to as **staff** in this policy).

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

The purpose of this policy is to ensure that all everyone who works at, or visits, our Trust understands that this is a smoke free environment and complies with our expectations.

## 3 Personnel responsible for implementation of the policy

The Trust's Board has overall responsibility for the effective operation of this policy, but has delegated day-to-day responsibility for its operation to the Managers. Any questions concerning the operation of this policy should be directed to the Group Head of HR. Responsibility for monitoring and reviewing the operation of the policy and any recommendations for change to minimise risks to our operations lies with the Executive Team.

All Managers 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.

All staff must comply with and support this policy.

## 4 Implementation of the policy

Smoking and vaping is banned at our Trust. The ban applies to anything that can be smoked and includes, but is not limited to, cigarettes, electronic cigarettes and other vaping devices, pipes (including water pipes such as shisha and hookah pipes), cigars and herbal cigarettes.

Staff may only smoke outside of the Trust sites and outside of any exclusion area determined by their work place Manager during breaks. Staff should not smoke immediately outside of entrances or exits to any of our sites. When smoking outside, staff should ensure that they dispose of cigarette ends and other litter appropriately.

Staff must not promote smoking or vaping in any form to students. This includes the purchasing of; selling to; or sharing of cigarettes or other products that can be smoked or vaped as described above to any student regardless of whether they are of a legal age to smoke.

Staff must not smoke with students.

Staff using our vehicles or vehicles hired for work purposes, whether as a driver or passenger, must ensure the vehicles remain smoke-free. Any of our vehicles that are used primarily for private purposes are excluded from the smoking ban. Any questions concerning these provisions should be directed to the Group Head of HR.

We are committed to making this policy effective and to promoting a healthy working environment. Staff who experience particular difficulty complying with this policy should discuss their situation with their Manager.

## 5 Breaches of the policy

Breaches of this policy will be dealt with under our Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

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

## 6 Review

This policy is reviewed biennially by the Trust. We will monitor the application and outcomes of this policy to ensure it is working effectively.

## Log of Changes to Document

| <b>Date</b> | <b>Page</b>    | <b>Change</b>                                    | <b>Who:</b> |
|-------------|----------------|--|-------------|
| March 17    | Whole document | Original document                                | Head of HR  |
| June 2017   | Cover page     | Updated status to final. Updated date to June 17 | Head of HR  |