

Open Academy

Smoke Free Policy

Policy Type:	Academy Policy
Approved By:	Local Governing Body
Date Approved by LGB:	02/07/2020
Review Date:	July 2023
Person Responsible:	Principal

Summary of Changes

The policy has been amended as follows.

Page Ref.	Section	Amendment	Date of Change

General Policy Roles and Accountabilities

The Diocese of Norwich Education and Academies Trust (DNEAT) is accountable for all policies across its Academies. All policies, whether relating to an individual Academy or the whole Trust, will be written and implemented in line with our ethos and values as articulated in our prospectus. We are committed to the provision of high-quality education in the context of the Christian values of service, thankfulness and humility where individuals are valued, aspirations are high, hope is nurtured, and talents released.

A Scheme of Delegation for each Academy sets out the responsibilities of the Local Governing Body and Principal. The Principal of each Academy is responsible for the implementation of all policies of the Academy Trust.

All employees of the Academy Trust are subject to the Trust's policies.

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INTRODUCTION

In line with the policy which applies to Norfolk County Council schools the Open Academy has produced the following regarding smoke free premises. Tobacco smoking is probably the largest single preventable cause of ill health, and as such is now regarded by the Health and Safety Executive as a significant health risk to employees.

Research shows that, in addition to the possible harm caused to people who smoke, there are also concerns over the possible effects of passive smoking. That is to say the possible harm that can be caused to someone who does not smoke when exposed to a smoky atmosphere.

Tobacco smoke can be irritating to the eyes, nose, throat and chest, causing some physical discomfort. It can also leave an unpleasant smell that clings to peoples' hair and clothing.

Norfolk County Council has operated a tobacco smoke-free policy since 1989 in buildings under its control. This policy has been regularly reviewed since to allow for the introduction of subsequent workplace legislation and guidance. The legislation that was enacted in 2006 prevented smoking in public premises following consultation on restricting smoking in workplaces and other public buildings.

The Open Academy policy on Smoke Free premises outlines our approach to ensuring the Open Academy and its employees comply with the legal requirements as well as promoting healthy working environments more generally.

Employees should note that the law places requirements both on the smoker and the employer. Where employees smoke in premises or vehicles that it is illegal to do so they are liable to receive a fixed penalty notice and fine or may even be prosecuted by the enforcement authority.

The Open Academy expects employees to adhere to this policy in line with its obligations under equality legislation. Managers must ensure that all reasonable adjustments or supportive measures are considered to allow equality of access and opportunity regardless of age, gender, ethnicity, sexual orientation, disability, faith or religion, gender identity, pregnancy or marital status.

1. Smoking restrictions on Open Academy Premises

Smoking is not permitted on Open Academy premises or in any part of any building. For the sake of clarity, this restriction therefore applies to:

- The main Academy building
- The Football block
- Grounds and storage buildings
- Car parks
- Pedestrian walkways
- Outdoor hard courts
- Fields on the main school site and across Mousehold Lane
- Artificial Grass Pitches
- Verges and pathways outside the main fence line which fall within the site boundaries

These restrictions are stipulated by the Open Academy insurance company due to the wooden construction of the building.

This policy applies to all staff, governors, all students in years 7-13, parents, visitors and contractors when they are on the academy site.

This policy applies every day of the year i.e. during term time, weekends, holidays and all Academy events held outside normal academy hours.

This Smoke free Policy also applies to the use of electronic cigarettes. The use of electronic cigarettes is prohibited wherever smoking is prohibited.

2. Designated smoking shelters

- There will be NO designated smoking areas provided within the school premises.
- Staff should refrain from smoking directly outside the Academy gates.
- Employees should avoid being seen smoking in public near the Academy in sight of students, parents and visitors.
- Cigarette waste should be disposed of properly and considerately in a safe manner.

3. Smoking in Vehicles

The law does not allow smoking in vehicles which are used in the course of work, unless used primarily for private purposes. This means that smoking is not permitted at any time in Open Academy owned vehicles or in vehicles on Academy property.

4. Smoking Breaks

Open Academy employees who wish to smoke must do so in non-work time (i.e. before or after work or during their lunch break). Where employees feel they are unable to wait until their meal break or the end of the working day for a smoking break, they may, at the discretion of their manager take unpaid breaks. These breaks are subject to the exigencies of the service and managers should oversee these agreements to ensure they are not abused to the detriment of non-smoking staff. As a guide, the Open Academy considers that no more than three unpaid smoking breaks (including the meal break) should be taken per day/shift.

As staff must leave the premises to smoke they are required to follow the normal signing in and out process.

Breach of this policy will be subject to the Academy's disciplinary policy and procedure.

5. Signage

All no smoking areas must be clearly identified as such through information and signage both to the occupants of the building and visitors.

It is a legal requirement that buildings display the designated no smoking A5 sign at the entrance to buildings and smaller pictorial only signs at staff entrances or within buildings to serve as a reminder provided the A5 sign is displayed at the entrance to the building.

The smaller symbol only sign must also be displayed in every person carrying compartment of vehicles where smoking is not legally allowed

6. Employee Support

If employees want to give up smoking the first place to start is to talk to your GP. Many people don't realise that their GP can help them quit smoking. They will not only give you advice but they could also enroll you in a 'stop smoking' clinic and prescribe nicotine patches/gum or stop smoking medication.

You could also improve your chances of successfully going smoke free with free advice and support from local stop smoking services.

www.smokefree.nhs.uk

Telephone 0300 123 1044

https://quitnow.smokefree.nhs.uk/contact_us

Norfolk Stop Smoking Service Cignificant

Telephone 0800 085 4113/01603 693605

www.smokefreenorfolk.nhs.uk

7. Other Academy policies that this Policy relates to are:

- Positive Behavior Management Policy
- Code of Conduct for Staff, Governors and Volunteers
- Lettings Policy