

Smoke Free Policy

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V1.0	TSAT Review – included e-cigarettes	Michelle Levett	01-Jun-2021
V1.1	No Changes	Angela Barry, Interim CEO	23-Nov-2023
V1.2	No Changes	Angela Barry, Interim CEO	06-Jun-2025

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1. Smoke-Free Policy

PLT is a smoke-free Trust. Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart and respiratory disease and other illnesses in non-smokers. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure. Any references to smoking in this policy include all of the above, including 'vaping'.

This Policy has been developed to provide a safe working environment for all employees, service users, pupils, students, visitors and users of the School's premises from exposure to second-hand smoke and to assist compliance with the Health Act 2006 and Regulations made under the Act. The Trust is committed to obtaining and retaining National Healthy School Status.

2. Policy

It is the policy of the Trust that all employees and pupils have a right to work in a smoke-free environment. The whole of the School premises, including all outside areas are smoke-free.

This policy applies to all employees, contractors (including agency staff and other contract staff), visitors, volunteers and anyone else affected by the Trust's operations. This policy and its mandatory application will be clearly advertised and communicated to all employees, subcontractors, visitors and interested parties.

The Headteacher shall be responsible for ensuring that all existing employees, students, consultants, contractors, licences and hirers are informed of the policy and their role in the compliance, implementation and monitoring of the policy. All employees will be given a copy of the Smoke Free Policy on recruitment.

3. Prohibition on Smoking

Smoking, including e-cigarettes is strictly prohibited and will NOT be permitted in any part of the Academy premises, including kitchens, within the entrance area to the academy or on land adjacent to the Academy buildings (car park, garden areas, sports pitches, walkways etc) where this forms part of the Academy's premises.

This policy is not intended to prevent employees from smoking including e-cigarettes in their own time e.g. during official unpaid breaks such as lunchtime. However, smoking including e-cigarettes on the Trust's premises will not be permitted even during these official breaks.

4. Implementation

Overall responsibility for policy implementation and review rests with the Headteacher however all managers will be responsible for the promotion and maintenance of the policy by their employees.

All employees are obliged to adhere to and implement the policy. This means that all employees have a responsibility to inform fellow employees and non-employees, that it is unlawful to smoke in or on any part of the Academy grounds and that the person(s) should extinguish their cigarette/cigar etc immediately.

Any infringement of these rules by an employee may constitute a serious breach in the Trust's policy which may result in appropriate disciplinary action including dismissal and will be dealt with in accordance with the Trust's disciplinary procedure.

Employees are also reminded that it is a criminal offence for employees to smoke in smoke-free areas, with a fixed penalty of £50 or prosecution and a fine of up to £200.

Visitors and non-employees observed smoking on the premises will be reminded of the no-smoking policy and asked to respect this or leave the premises. Where this proves problematic, this will be dealt with in line with the Trust's procedure for dealing with inappropriate behaviour on its premises.

In accordance with the Regulations appropriate 'No smoking' signs will be clearly displayed at the entrances to and within the premises.

5. Support for employees to give up smoking

The Trust recognises that smoking is an addiction and that the smoke-free policy will impact on smokers' working lives. The Trust will support employees who want to stop smoking and help employees adjust to the change, this could involve referring the employee to occupational health.

Employees can also seek advice from their local NHS Stop Smoking Service, their GP or other recognised method of smoking cessation.