

Torfield and Saxon Mount Academy Trust



Federation No Smoking at Work Policy

January 2022

Next due January 2024

NO SMOKING AT WORK POLICY

Date: January 2022

Document summary

The Academy Trust has a responsibility for the health, safety and welfare of its employees at work and recognises that their well-being is important. Therefore, employees should be aware of the risks associated with smoking to themselves and others.

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About this document:

<p>Enquiries: Health & Safety</p> <p>Author: ESCC Health & Safety Marion Booth, Director of Resources, Torfield and Saxon Mount Academy Trust.</p> <p>Telephone: 07881 289860</p> <p>Download this document From: Intranet</p>	<p>Version number: 03</p>

No Smoking at Work Policy

Key Points:

- This policy imposes a total ban on smoking in all Academy Trust buildings, grounds and vehicles for the purposes of this policy, Electronic cigarettes (e-cigarettes) are treated the same as any other cigarettes and are therefore included in the total ban on smoking on school sites and vehicles.
- It is the responsibility of all managers to ensure staff act in accordance with this policy and the attached rules for smoking on Academy Trust sites.
- Smoking is regarded as an addictive illness and guidance and support will be provided for those wishing to stop.

1. Introduction

- 1.1 This policy imposes a total ban on smoking at all Torfield and Saxon Mount Academy Trust sites including buildings, land and in vehicles
- 1.2 E-cigarettes are battery powered products that release a visible vapour which contains liquid nicotine that is inhaled by the user. The British Medical Association (BMA) has highlighted the lack of evidence on the health risks associated with using e-cigarettes, both to the user and those in close proximity. In light of this the Trust has taken the decision to include e-cigarettes in the total ban on indoor smoking.

2. Responsibilities

2.1 The Executive Headteacher and Headteacher will:

2.1.1 ensure that arrangements are in place for implementing this policy, where necessary by applying Trust specific guidance

2.1.2 have systems in place for the periodic monitoring of the implementation of this policy.

2.2 Other Line Managers will:

2.2.1 implement and monitor this policy and associated documentation within their area of responsibility

2.2.2 ensure that when specific terms of this policy are breached by an employee, they are dealt with in accordance with the following process:

Stage 1: those responsible locally for policy enforcement, seek to resolve the issue informally so as to avoid further breaches

Stage 2: if Stage 1 does not achieve compliance, the matter will be referred to the Executive Headteacher. The Line Manager should also seek to resolve the matter by way of an informal discussion. A record will be kept on the employee's personnel file of the outcome of the discussion

Stage 3: if Stage 2 also fails to achieve compliance, or there is a repetition of a Stage 2 breach within 12 months, the matter will be dealt with formally in accordance with the Academy Trusts Disciplinary Procedure.

2.2.7 inform smokers of the support available to them should they indicate a desire to stop smoking (Appendix 2).

2.4 **Employees will:**

2.4.1 adhere to the Rules for Smoking off of school sites and outside of school vehicles (Appendix 3)

2.4.2 not under any circumstances smoke offsite or outside of school vehicles when supervising/accompanying pupils

Appendix 1: Health Risks from Smoking

- The effects of tobacco smoking have been the subject of research for many. The weight of evidence is such that there is a correlation between **active smoking** and an increased risk of developing a wide variety of different diseases, the most significant of which include coronary heart disease, stroke, asthma and lung cancer.
- Mainstream smoke inhaled by a smoker contains over 4000 chemicals (both particles and gases), including chemical irritants and almost 70 carcinogens (cancer causing substances).
- In the UK high numbers of people are admitted to hospital each year with smoking related illnesses.
- Many thousands of smokers die prematurely each year, as a result of smoking related disease with many more living with debilitating illnesses. This is a high proportion of all annual UK deaths.
- Tobacco is the only legally available consumer product which kills people when it is used entirely as intended.
- A major review by the Government appointed Scientific Committee on Tobacco and Health in 1998 concluded that **passive smoking**, the involuntary inhalation of smoke from other people's cigarettes, is a cause of lung cancer. Those non-smokers exposed to passive smoking over a period of time have a 20-30% increased risk of developing lung cancer. The most significant of a range of other increased risks includes increased risk of respiratory infection and coronary heart disease. These effects are seen in the non-smoking relatives of smokers and in the non-smoking colleagues of smokers at work.
- In 2003 an estimated 617 people died from the effects of passive smoking at work, 54 of these were long term employees of the hospitality industry. Another 11,000

deaths were attributable to passive smoking exposure in the home in adults aged 20 to 65. This accounts for around 2% of the current annual toll from all smoking related deaths in the UK

- In addition to the health risks described above, other problems are associated with smoking:
 - 12% of all accidental fires in buildings are caused by smoking materials and matches
 - smokers have almost 50% more road traffic accidents than non-smokers
 - smokers have 50% more sickness absence from work than non-smokers.

Appendix 2: Guidance and Support

The World Health Organisation has defined addiction as "the compulsion to take a drug, on a continuing basis, in order to experience its effects or to avoid the discomfort of its absence". Tobacco smoking seems to fit these criteria and the organisations below can provide the necessary help.

Organisations Which Can Help Staff Cease Smoking

- Many General Practitioners offer advice to patients about stopping smoking. Some also provide stop smoking groups.
- The NHS Quit Smoking App is available to everyone to download, offering advice and support.
- The Stop Smoking Teams linked to local Health Promotion/Development Units will also offer help and can provide a wide range of information leaflets and videos.

Contact for your local Stop Smoking Team can be found at <https://www.nhs.uk/live-well/quit-smoking/nhs-stop-smoking-services-help-you-quit/>