



## No Smoking Policy

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## **THE BAY LEARNING TRUST**

### **NO SMOKING POLICY**

#### **1. SCOPE AND PURPOSE**

- 1.1. The Trust are committed to protecting staff health, safety and welfare by providing a safe place of work and protecting all workers, service users, pupils, parents and visitors from exposure to smoke.
- 1.2. All of the Trust workplaces (including its vehicles) are smoke-free in accordance with the Health Act 2006 and associated regulations. All staff and visitors have the right to a smoke-free environment.
- 1.3. This policy does not form part of any employee's contract of employment and it may be amended at any time.
- 1.4. If a member of staff wishes to suggest improvements to the policy or experience particular difficulty complying with it they should discuss the situation with their Senior Leadership Team.
- 1.5. In this policy references to personnel/bodies are to the personnel/bodies present within the Academy at which the particular member of staff reading or exercising the policy is engaged.

#### **2. WHO IS COVERED BY THE POLICY?**

- 2.1. This policy covers all employees, officers, consultants, contractors, volunteers, casual workers and agency workers (collectively referred to as staff in this policy).
- 2.2. Anyone visiting the Trust premises or using the Trust vehicles must comply with the smoking restrictions set out in this policy.

#### **3. WHO IS RESPONSIBLE FOR THIS POLICY?**

- 3.1. The Trust has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. Day-to-day responsibility for operating the policy has been delegated to the **Principal**.
- 3.2. The Senior Leadership Team has a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.

#### **4. WHERE IS SMOKING BANNED?**

- 4.1. Smoking is not permitted anywhere in the workplace. The ban applies to anything that can be smoked and includes, but is not limited to, cigarettes, electronic cigarettes, vaporizers, pipes (including water pipes such as shisha and hookah pipes), cigars and herbal cigarettes.
- 4.2. No-smoking signs are displayed at the entrances to Trust premises.
- 4.3. Anyone using Trust vehicles, whether as a driver or passenger, must ensure the vehicles remain smoke-free.

#### **5. BREACHES OF THE POLICY**

- 5.1. Breaches of this policy by any member of staff will be dealt with under the Trust's Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.
- 5.2. Smoking in smoke-free premises or vehicles is also a criminal offence and may result in a fixed penalty fine and/or prosecution.