



The Kemnal Academies Trust

Smoke Free Policy

Date Policy Issued	September 2016
Policy Review Date	April 2021
Policy Updated	January 2017
Policy Owner	TKAT People and HR

PLEASE NOTE THAT ONCE PRINTED THIS IS NO LONGER A CONTROLLED DOCUMENT. PLEASE REFER TO THE INTRANET FOR THE MOST UP TO DATE VERSION.

This policy relates to the Smoke free legislation under the Health Act 2006.

If you would like further information regarding the contents of this policy please contact Human Resources – People Management questions helpline on 08445 892156.

Information regarding other TKAT policies can be found on the TKAT website.

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1 Policy Statement

- 1 In provisions made under the Health Act 2006, all enclosed workplaces and public places are legally required to be smoke free. TKAT has therefore developed and enforces a dedicated smoke free policy, conforming to the requirements of the smoke-free legislation and extending the smoke free policy to all areas of TKAT premises.

This policy is therefore designed to:

- Provide a healthy environment on the Trust's premises including grounds;
- Support employees who wish to stop smoking altogether
- Promoting smoking cessation and being mindful of the impact smoking has on the environment surrounding Trust Sites.

2 Roles and Responsibilities

2.1 Trust

The Trust has overall responsibility to have processes in place to ensure that staff, service users, visitors and contractors are aware of this policy and comply with its requirements.

In addition, the Trust will work with its partner organisations so that smokefree policies are implemented in a consistent manner across the Trust.

2.2 Managers

Line managers' responsibilities include the following:

- Ensuring this policy is disseminated effectively to their teams and that teams comply with this.
- Ensuring that patients and visitors are also aware of the policy, and should take steps to educate their staff in how to respond to those who do not comply with the Smokefree Trust Policy.
- Ensuring that staff are fully supported if they need to remind colleagues, that this is a smokefree Trust (whilst avoiding confrontation or putting themselves at risk).

2.3 Line Managers should

- Intervene in situations that become difficult for their members of staff to deal with.
- Ensuring that any staff wishing to quit smoking will be allowed access to an appropriate smoking cessation programme.

2.4 Staff

Staff responsibilities include the following:

- Having an awareness and complying with the policy

- Supporting the implementation of this Smokefree Trust Policy across the Trust

3 Scope

- 3.1 This policy applies to all employees, contractors (including agency staff and other contract staff), schools, visitors, volunteers and anyone else affected by the Trust's operations. This policy and its mandatory application will be communicated to all employees, sub-contractors, visitors and interested parties. Students not complying with the no-smoking expectations will be dealt with under the School's Behaviour Policy.

4 Prohibition on smoking

- 4.1 Smoking of any kind is strictly prohibited on all parts of the Trust/School premises including entrances or anywhere on its grounds. This includes the smoking of traditional tobacco cigarettes, herbal cigarettes, electronic cigarettes and other vaping products.
- 4.2 This policy is not intended to prevent employees from smoking in their own time e.g. during official unpaid breaks such as lunchtime. However, smoking in TKAT/School buildings and grounds will not be permitted even during these official breaks

5 Signage

- 5.1 TKAT/Schools will display signs that make it clear that smoking is prohibited on its premises and will be located at all main entrances to schools including the TKAT central office.

6 Implementation of the policy

- 6.1 All people managers will be responsible for the promotion and maintenance of the policy by their employees. It is however the responsibility of all employees to inform the appropriate manager of anyone who fails to adhere to this policy
- 6.2 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 organisation's disciplinary procedure.
- 6.3 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.
- 6.4 Visitors and non-employees observed smoking on premises will be reminded of the no-smoking policy and asked to respect this or leave the premises. Where this proves problematic, schools can use their procedure for dealing with inappropriate behaviour on its premises.

7 Support for employees to give up smoking

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

8 Maintaining this policy

- 8.1 The Trust will monitor and review the effectiveness of this policy and its general compliance within the organisation.

This policy will be kept up to date and amended accordingly to reflect any changes in response to revised legislation and applicable standards and guidelines.