



SMOKEFREE ENVIRONMENT POLICY

FOR COAST ACADEMIES

Adopted by the full Governing Body on

2015

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SMOKEFREE ENVIRONMENT POLICY

1. AIM

The aim of this policy is to protect and improve the health of all Coast Academies staff members, Board of Directors, Academy Councillors, Governors, pupils and visitors to the Coast Academies and remove dangers of passive smoking.

2. OBJECTIVES

- To create a healthy environment for pupils, staff and visitors
- To lead by example and promote a smokefree environment
- To motivate and support smokers who wish to quit
- To create a more professional appearance around the Coast Academies properties

3. POLICY STATEMENT

Coast Academies has a duty to protect the health and wellbeing of its pupils, staff and visitors from the health hazards of smoking and to lead by example and promote a smokefree environment.

This policy sets out Coast Academies intention to extend the smokefree environment and promote the specialist smoking cessation support available to staff and visitors.

This policy was been formally adopted by Coast Academies Board of Directors.

4. DEFINITION

Smokefree means that smoking or using electronic (E) cigarettes is not permitted anywhere within the curtilage of Coast Academies buildings, enclosed car parks (as per legislation), in Coast Academies Vehicles, or Private vehicles when carrying other work colleagues whilst on Coast Academies business. There are no exceptions for staff or visitors on or to Coast Academies' buildings.

Smokers should not congregate anywhere near entrances or where their smoke could seep into open windows of any Coast Academies' buildings.

Coast Academies staff and/or Directors, Councillors and Governors will not be permitted to smoke whilst in the presence of others when on Coast Academies business. (Whilst at work or representing or attending a function on Coast Academies business)

5. RATIONALE

Smoking and tobacco smoke pollution kills – allowing smoking on Coast Academies' premises undermines efforts to tackle the dangers caused by smoking. Similarly the use of E cigarettes gives the impression of condoning smoking and is therefore prohibited on all Coast Academies' property. Coast Academies have a responsibility to its pupils and to the public to act decisively and demonstrate leadership as an exemplary employer and educational establishment.

Coast Academies will not make separate provision for smokers to smoke. People who wish to smoke may only do so in their own time, away from Academy premises, entrances and vehicles. Where staff members work from their own home, they may smoke in their own premises, unless being visited by another member of staff.

Key Facts

- Smoking is the largest single cause of death and disease
- Smoking kills 120,000 people each year in the UK
- Over 3,600 people die each year as a result of inhaling other people's cigarette smoke in the UK
- Smoking is the South West's biggest single cause of preventable illness and early death killing 8,300 people a year
- 70% of Smokers say they want to give up
- Workplace policies help smokers quit and protect non-smokers
- There is a greater risk of preoperative complications, delays in wound healing and increased rates of wound infection and postoperative pulmonary complications for smokers, resulting in delayed recovery, greater treatment costs and prolonged hospital stays
- The Health Bill requires all enclosed public places to be smokefree (this legislation was implemented from the summer 2007)
- There is no empirical evidence that the use of E cigarettes is safer than ordinary ones.
- To allow the use of E cigarettes on Academy property or in vehicles undermines the spirit of this policy.

6. IMPLEMENTATION

Staff:

- Support can be provided for staff required to visit the home of individuals who smoke. Individuals will be asked in writing not to smoke when staff members are present and staff members will not be expected to enter premises when people are smoking

- Staff members, Directors, Academy Councillors and Governors and visitors will not be permitted to smoke near the perimeters of any Coast Academies building's, or near open windows of any Coast Academies' Buildings.
- All staff members who smoke can self-refer to the stop smoking service on Tel: 01803 299160

Staff members required to visit other premises as part of their duties, (both commercial and domestic), should advise the occupant of Coast Academies Smoke Free Policy when arranging a visit. Whilst Coast Academies has the responsibility to protect its staff it cannot control the smoking policy or practice on these premises. Staff should request that the occupant arranges for a non-smoking area to be provided for the duration of the visit, where possible.

Where visitors do not respect this request and a solution cannot be agreed, the member of staff should seek the advice of their manager, who will intervene to identify a reasonable solution.

Where the visit is required regularly, an arrangement with the parent/carer should be agreed for all planned future visits, wherever possible. If a staff member identifies a pre-existing health problem, which is exacerbated by exposure to smoke, they should not be directed to work in premises where smoking is permitted.

7. SUPPORT

NHS Stop Smoking Services offer evidence based advice and support for smokers wishing to stop. The local specialist service may be contacted on 01803 299160. In addition each GP practice has at least 1 trained adviser who can support smokers wishing to stop.

All smokers, be they staff or visitors can be referred or self-refer to these services to receive the best help to stop smoking.

The display of posters and/or information can be permitted within areas of Coast Academies

8. EXCEPTIONS

No exceptions to the smokefree environment policy will be permitted.

9. TRAINING

New members of staff and visitors to Coast Academies should be briefed on the smokefree environment policy by existing staff to ensure that all new people are made aware of it.

Local Stop Smoking Services can offer 'brief intervention' training at regular intervals. This will be available to all staff, Directors, Academy Councillors, Governors as well as volunteers to Coast Academies. The services can also offer "Intermediate Adviser" training for nominated staff members in order to support other members of staff and clients to quit. The service may be contacted on 01803 299160.

10. IMPLEMENTATION AND MONITORING

To ensure that all members of staff, Directors, Academy Councillors, Governors abide by this policy and understand why it is required, Coast Academies will:

- Provide new signage where necessary to inform and advise all staff members and visitors of the policy
- Provide additional advice and information to staff on how to practically implement the policy (where required)
- Widely advertise the NHS Stop Smoking Services through pre-admission literature as well as no smoking signs and
- To be included in all Coast Academies new induction information.
- A Health and Safety statement will be included on all new staff ID badges and on all correspondence, "respectfully requesting you do not smoke in the presence of our employees"

10.1. Responsibilities of Staff

This policy is intended to benefit all staff including agency/supply staff, students and visitors. All staff members have a responsibility for implementing and monitoring the policy and for reporting noncompliance. Where a word or two of guidance and advice will suffice it should be offered, but clearly this is an individual judgement and managers/Senior Staff should be informed when staff have concerns enabling appropriate investigatory and disciplinary action to be instigated where necessary. Signposting to advice and support will be available.

10.2. Responsibilities of Managers/Senior Staff

It is the responsibility of Managers/Senior Staff to:

- Ensure that all staff members are aware of this policy
- Ensure stop smoking information is available to all staff members
- Discuss any problems with staff members in order to help find a solution
- Instigate investigatory and disciplinary action where appropriate

10.3. Contractors, Agency/Supply Staff

Information on a smoke free environment will be included in all tendering and contracting documents.

Contractors, Agency and/or Supply staff working on site are subject to these conditions where their work is carried out on any Coast Academies site – they must be notified of these conditions prior to employment and/or commencement of work.

11. BREACHES OF THE POLICY

Breaches of the smokefree environment policy must be reported to the Executive Head/Headteacher/Head of School /Assistant Head. Where staff members are found to be in breach of the policy disciplinary action will be considered. The disciplinary procedure will apply if staff members are continually in breach of this policy which forms part of terms and conditions of employment.

12. REVIEW

This policy will be reviewed 12 months after its implementation and thereafter bi-annually (Review Date November 2016).