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SMOKING and VAPING POLICY

Updated December 2023

Approved by the Principal

This policy refers to and should be read in conjunction with the following policies:

- Disciplinary Policy and Procedure

1. Introduction

1.1 Section 2(2)(e) of the Health and Safety at Work Act 1974 places a duty on employers to provide a safe and healthy working environment.

1.2 Section 2(2) of the Health Act 2006 prohibits smoking in all public premises including workplaces and vehicles.

1.3 For the purpose of this policy 'vaping' is defined as the use of electronic cigarettes (e-cigarettes) and other devices which allow the user to inhale nicotine and/or other liquids as vapour rather than smoke. Those who use vaping devices in this context are defined as 'vapers'

2. Aims of the Policy

2.1 This policy aims to:

- Provide a safe and healthy working environment for all staff, customers and visitors
- Comply with all of the requirements imposed by law
- Raise awareness of the dangers associated with tobacco smoke
- Guarantee the right of non smokers to breathe air free of smoke
- Support staff who wish to give up smoking

3. Restrictions on Smoking and Vaping

3.1 Smoking and vaping is not permitted in any of the Academy's premises, entrances, or grounds at any time by any person irrespective of their status in, or business with, the Academy.

3.2 All visitors, customers, contractors and deliverers are required to abide by the Smoking and Vaping Policy. Staff must inform all of the above of the policy although it must be stressed that staff should not put themselves at any risk in furtherance of this policy.

3.3 Smoking and vaping is not permitted in any Academy vehicles or in any vehicles being used or hired for Academy business.

3.4 No smoking and No vaping signs must be displayed by the Academy in all of its premises and vehicles.

3.5 Smoking on Academy premises or in Academy vehicles constitutes a criminal offence under the Health Act. Individuals may be fined a fixed penalty for smoking in no-smoking premises

3.6 In the unlikely event that a member of staff does not comply with the Academy's Smoking and Vaping Policy disciplinary action will be taken in accordance with the Disciplinary Policy and Procedure.

3.8 The Buildings Manager or person in control of any no-smoking premises could be fined a fixed penalty for either:

- Allowing others to smoke and/or vape in no-smoking premises;
- Failing to display warning notices in no-smoking/ no-vaping premises.

4. Support for Smokers

4.1 Reasonable requests from staff for time to attend smoking cessation groups will be treated sympathetically.

4.2 All requests for help will be treated in the strictest confidence. Written information will be stored in accordance with the Data Protection Act 1998.

4.3 Nothing in this policy should be taken as excusing an employee if their conduct falls outside of the Academy's expectations.

5. Implementation and Review

5.1 The Principal is responsible for maintaining the policy and will provide staff who wish to give up smoking with details of where to seek help.