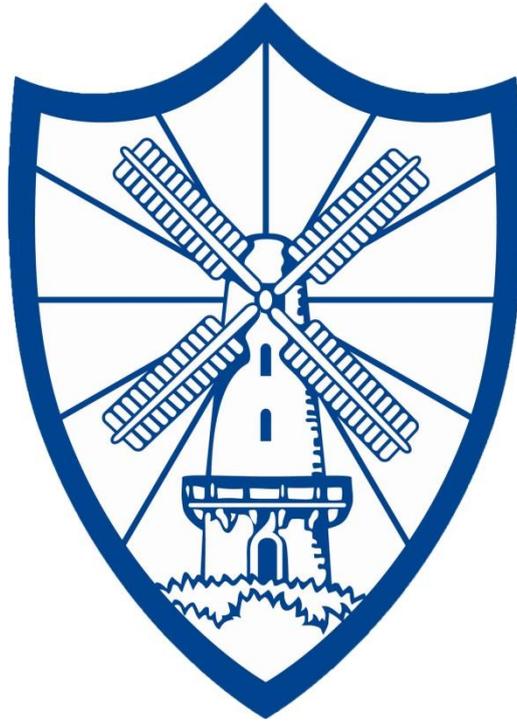


Meopham Community Academy



Smoking Guidelines

Date: January 2016



Aims

One of our aims as an employer is to develop and foster a healthy organisation for staff through a range of activities. The position we adopt on smoking at work is one of the ways in which we attempt to improve the working environment whilst respecting the position of individuals who choose to smoke. This policy aims to give non-smokers the right to work in an environment that is free of tobacco smoke, whilst acknowledging the needs of people who do smoke.

Scope

The policy applies to all employees, members, contractors, visitors and members of the public whilst in our buildings.

Policy Statement

Smoking is not allowed, and is illegal, in any establishment or substantially enclosed premise including community and voluntary-controlled schools for the health, safety and well-being of our staff and visitors.

Smoking is not allowed at any time within the academy grounds as well as in the buildings. The smoking policy will apply to any rooms or premises that are hired out for functions. The risks of smoking are taught as part of the PSHCE curriculum.

Smoking and Others

Smoking Outside the Academy

We expect people who are smokers to take steps to minimise the effects of their smoke on others whilst at work. Primarily this will be by ensuring that when smoking, they do so outside the Academy boundaries and at a reasonable distance from the perimeter fence.

Delivering Services in People's Homes

The smoking ban does not apply to private homes so when academy staff deliver visit parents and children in their homes they should come to an agreement with homeowner about smoking.



Academy Staff Working for Other Organisations

Staff who are seconded or who work in establishments other than those owned by Meopham Community Academy must follow the policy of the organisation in question with respect to smoking.

Smoking Breaks

Whilst we acknowledge that people may need to take breaks during the working day, including breaks to smoke, these should be minimal and in agreement with the Headteacher.

Enforcement and Monitoring

The Headteacher is responsible for ensuring staff comply with this policy. Persistent and/or intentional breaches of the policy will lead to disciplinary action under the academy's disciplinary procedure.

Any visitor to our premises breaking the conditions of this policy will be asked to stop smoking or to leave the premises.

This policy will be:

- Communicated to all employees, members, contractors, visitors and external clients
- Referred to in job advertisements and contracts of employment
- Made available to all new employees as part of their induction

No smoking signs will be clearly displayed around buildings. Support/information will be offered to staff wishing to stop their smoking.

Local Support for Staff

Support is available from the NHS Stop Smoking Helplines for those who want help to stop smoking: 01474 360546

Other useful contacts:

- Website: www.ash.org.uk
- NHS stop smoking <https://quitnow.smokefree.nhs.uk/>
- <http://www.nhs.uk/smokefree/help-and-advice/support>
- Local Stop Smoking Service Medway Stop Smoking Service Tel: 0800 234 6805 or 01634 334800;
Email: medwaystopsmokingservice@nhs.net