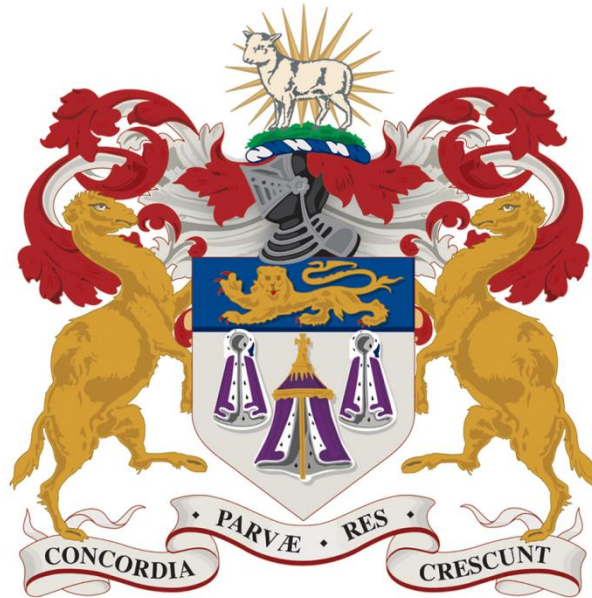


2019



**MERCHANT TAYLORS'  
OXFORDSHIRE  
ACADEMY TRUST**

**NO-SMOKING POLICY**



# No-Smoking Policy

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# No-Smoking Policy

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## Introduction

This policy applies to anyone working for Merchant Taylor Oxfordshire Academy Trust's schools including those working through service contracts, on a casual or temporary basis, consultants and agency workers.

Exposure to second hand smoke increases the risk of lung cancer, heart disease and other serious illnesses.

The aims of this policy are to:

- promote a healthy work environment and protect the current and future health of employees, customers and visitors
- guarantee the right of non-smokers to breathe in air free from tobacco smoke
- comply with health & safety and employment law
- raise awareness of the dangers associated with exposure to tobacco smoke
- take account of the needs of those who smoke and to support those who wish to stop.

## Restrictions on Smoking

Smoking is not permitted in work time. Line managers may agree breaks as long as working time is made up and breaks do not adversely affect individual or team performance.

Smoking is not permitted at any time in any part of the premises, entrances or exits, by any person regardless of their status or business with the organisation. This includes lifts, stairways, toilets, meeting or staff rooms, basements.

Appropriate 'no-smoking' signs will be clearly displayed at entrances to and within the premises and in all county council vehicles.

## Volunteers, Consultants and Visitors

All volunteers, consultants, visitors, contractors and deliverers are required to abide by the no-smoking policy. Staff members are expected to inform volunteers, consultants, customers or visitors of the council's no-smoking policy. However, they are not expected to enter into any confrontation which may put their personal safety at risk.

## Vehicles

Smoking is not permitted in Merchant Taylor Oxfordshire Academy Trust schools' vehicles or any vehicle used to carry passengers or clients on Merchant Taylor Oxfordshire Academy Trust school's business e.g. taxi.

# No-Smoking Policy

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## Use of Electronic Cigarettes (vaping)

Whilst there is clear evidence that vaping helps support people to give up smoking Merchant Taylor Oxfordshire Academy Trust schools prohibits the use of e-cigarettes in the workplace, in council vehicles, in client homes or where staff are working in the community with public and clients.

## Non-Compliance

The disciplinary action will be taken if an employee does not adhere to this policy. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

## Support for Smokers

Oxfordshire Smoking Advice Service Tel: 0845 40 80 300 or 01865 787165 or e-mail: [smoking.advice@oxfordhealth.nhs.uk](mailto:smoking.advice@oxfordhealth.nhs.uk) or <https://www.smokefreelifeoxfordshire.co.uk/>

[Smokefree National Helpline](#) to speak to a trained adviser on 0300 123 1044

## Review

In introducing and reviewing this procedure an impact assessment has been undertaken to take account of the Equality Act 2010.

Related policies

- [Disciplinary Procedure](#)
- [Disciplinary Appeals Procedure](#)
- [Driving at Work](#)