

# Health & Safety Policy

## HSP 29

### Smoking & Vaping

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Key Document details:

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Date: **February 2021**

Approver: **Nick Capstick**  
Version No.: **1.3**  
Next review date: **February 2023**

Ratified: **February 2021**  
**Final Consulted**  
**Version**

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| <b>Title:</b>       | HSP 29 Smoking & Vaping  |
| <b>Author(s):</b>   | David Maine  |
| <b>Date:</b>        | February 2021  |
| <b>Review date:</b> | February 2023  |
| <b>Application:</b> | <p>It is the policy of The White Horse Federation (TWHF) that Smoking or vaping is not permitted anywhere on TWHF premises</p> <p>This policy applies equally to all The White Horse Federation (TWHF) employees including agency or casual staff, visitors, contractors, volunteers, pupils and to all premises where TWHF is either the 'employer' or has permitted control of the premises.</p> |

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| <b>Definitions</b>    | For the purpose of this policy, the following definitions apply;  |  |
|                       | Smoking   | Inhaling and exhaling of tobacco or any other plant material or substance                      |
|                       | Vaping  | Inhaling and exhaling the vapour produced by an electronic cigarette or similar device         |
|                       | Premises  | Anywhere on the school grounds including buildings, shelters, vehicles and within access gates |
| <b>Policy Aims</b>    | This policy has been developed to protect all employees, service users, students and visitors from exposure to second hand smoke and to assist compliance with the Health Act 2006.   |  |
| <b>Policy</b>         | <p>TWHF is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all its employees, students, and any other class of person who may be affected by its activities or services.</p> <p>Smoking or vaping is therefore not permitted anywhere on TWHF premises.</p> |  |
| <b>Risk</b>           | Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.   |  |
| <b>Responsibility</b> | This responsibility is discharged primarily at the line management/operational level.   |  |

**Roles & Responsibilities**

1. Roles and responsibilities are defined in HSP 2 Organisation.  
Any specific actions are detailed in the arrangements section below.

**Arrangements**

1. **Implementation**  
There is a no smoking policy on all WHF sites. All staff are obliged to adhere to, and support the implementation of the policy. Visitors, contractors, or consultants shall be informed of the policy upon arrival at the school site. All new staff will be informed of the policy as part of their induction.

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|    | <p>The ban on smoking is extended to include the areas immediately outside all buildings and windows within the curtilage of School property where tobacco smoke could cause a nuisance to occupants. Anyone wishing to smoke is asked to respect the rights of others to enjoy a smoke-free environment. All TWHF vehicles are designated as non-smoking. This includes TWHF vehicles even if they are mainly used by one member of staff and also vehicles that are hired or leased for TWHF business.</p> <p>Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smokefree vehicles.</p> <p>Staff who choose to smoke may do so off site within their normal break times. These should be agreed locally by their line manager to ensure all staff take their allotted amount of break they are entitled to.</p> <p>Persons who choose to smoke should be aware of the smell left after smoking on their clothes etc. This may be unpleasant to non-smokers, therefore appropriate steps should be taken not to cause offence or nuisance to others.</p> |
| 2. | <p><b>Non Compliance</b></p> <p>TWHF disciplinary procedures may be followed if a member of staff does not comply with this policy. The school's behaviour policy will apply to students in breach of this policy. Visitors or contractors will be asked to leave the site if in breach of this policy. In extreme circumstances those who do not comply with the smokefree law may also be liable to a fixed penalty fine and possible criminal prosecution.</p>  |
| 3. | <p><b>Help to Stop Smoking or Vaping</b></p> <p>The NHS offers a range of free services to help smokers give up. Visit <a href="http://gosmokefree.co.uk">gosmokefree.co.uk</a> or call the NHS Smoking Helpline on 0800 169 0 169 for details. Alternatively you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service.</p> <p>TWHF Employee assistance partner Care First may also be able to provide support.</p>  |
| 4. | <p><b>Limitations of this Policy</b></p> <p>The policy cannot anticipate all eventualities; therefore professional judgement should be used to identify the appropriate course of action needed to protect those who are vulnerable and/or at risk. This judgement should derive from multi-disciplinary team discussion rather than any one individual where possible.</p>  |
| 5. | <p><b>Appendices</b></p> <p>None</p>   |

| Date           | Issue | Section | Changes                              |
|----------------|-------|---------|--------------------------------------|
| September 2020 |       |         | No changes                           |
| January 2021   | 1.3   | 1       | Implementation of no smoking on site |
|                |       |         |                                      |