

Tauheedul Education Trust

This policy is in line with the Mission Statement of the Trust

To create outstanding organisations that promote educational excellence, character development and service to communities.

NO-SMOKING POLICY



Tauheedul
Education Trust

Document control

This policy has been approved for operation within all Tauheedul Education Trust Establishments.

| | |
|----------------------------|---------------------------|
| Date of last review | February 2016 |
| Date of next review | February 2018 |
| Review period | 2 Years |
| Policy status | Statutory |
| Owner | Tauheedul Education Trust |

Contents

| | | |
|---|--|---|
| 1 | Scope and Purpose | 1 |
| 2 | Who is Responsible for this Policy?..... | 1 |
| 3 | Who is Covered by the Policy?..... | 1 |
| 4 | Where is Smoking Banned? | 1 |
| 5 | Breaches of the Policy | 1 |
| 6 | Monitoring, Evaluation and Review | 2 |

1 Scope and Purpose

- 1.1 The Trust is committed to protecting staff health, safety and welfare and that of all those who work for it by providing a safe place of work and protecting all workers, service users, customers and visitors from exposure to smoke.
- 1.2 All of the Trust workplaces (including its vehicles) are smoke-free in accordance with the Health Act 2006 and associated regulations. All staff and visitors have the right to a smoke-free environment.
- 1.3 This policy does not form part of any employee's contract of employment and it may be amended at any time.
- 1.4 In this policy references to personnel/bodies are to the personnel/bodies present within the establishment at which the particular member of staff reviewing the policy is engaged.

2 Who is Responsible for this Policy?

- 2.1 The Trust has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. Day-to-day responsibility for operating the policy has been delegated to the Trust Central Team and Head at each Trust establishment.
- 2.2 The Senior Leadership Team has a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.

3 Who is Covered by the Policy?

- 3.1 This policy covers all employees, officers, consultants, contractors, volunteers, trainees, casual workers and agency workers (collectively referred to as **staff** in this policy).
- 3.2 Anyone visiting Trust premises or using Trust vehicles must comply with the smoking restrictions set out in this policy.

4 Where is Smoking Banned?

- 4.1 Smoking is not permitted anywhere in the workplace/Trust premises (including grounds). The ban applies to anything that can be smoked and includes, but is not limited to, cigarettes, electronic cigarettes, pipes (including water pipes such as shisha and hookah pipes), cigars and herbal cigarettes.
- 4.2 No-smoking signs are displayed at the entrances to Trust premises.
- 4.3 Anyone using Trust vehicles, whether as a driver or passenger, must ensure the vehicles remain smoke-free.

5 Breaches of the Policy

- 5.1 Breaches of this policy by any employee will be dealt with under the Trust's Disciplinary Policy and, in serious cases, may be treated as gross misconduct leading to summary dismissal.
- 5.2 Smoking in smoke-free premises or vehicles is also a criminal offence and may result in a fixed penalty fine and/or prosecution.

6 Monitoring, Evaluation and Review

- 6.1 The policy will be promoted and implemented throughout all Trust establishments.
- 6.2 The Trust will monitor the operation and effectiveness of arrangements referred to in this policy at each Trust establishment.
- 6.3 The Trust will review this policy every two years in consultation with each Trust establishment.