

St Thomas à Becket Church of England Federation

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ADOPTED FEBRUARY 2025

REVIEW FEBRUARY 2028

Health and Safety Policy - No Smoking at Work Policy

In our Church of England Federation, we take strength in collaboration, yet celebrate uniqueness. As schools, we may be small, but together we encourage children to be the best they can be so they are ready to make their mark on the world. We welcome the child yet embrace the whole family. We celebrate our rural environment yet aspire to look beyond our boundaries. We strive for knowledge and gratefully accept opportunities that come our way to enable us to live life in all its fullness. We all take a pride in our Federation as we follow in Jesus' example.

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Introduction

St Thomas à Becket Church of England Federation (which is referred to as the Federation in the rest of this document) has a responsibility for the health, safety and welfare of its employees at work and their well-being is important. Therefore, employees should be aware of the risks associated with smoking to themselves and others.

Key Points:

- This policy imposes a total ban on smoking at all Federation sites, including any vehicles owned by the Federation or vehicles which are carrying someone who is under 18. It is also against the law for a driver not to stop someone smoking in these circumstances.
- For the purposes of this policy, Electronic cigarettes (e-cigarettes) are treated the same as any other cigarettes and are therefore included in the total ban on smoking.
- It is the responsibility of all Federation Headteachers to ensure members of staff act in accordance with this policy.
- Smoking is regarded as an addiction and guidance and support will be provided for those wishing to stop.

No Smoking Policy

This policy imposes a total ban on smoking at all Federation sites and applies to all employees, visitors, and contractors.

E-cigarettes are battery powered products that release a visible vapour which contains liquid nicotine that is inhaled by the user. Evidence on the long-term health risks associated with using e-cigarettes, both to the user and those in close proximity to them is still being established. In light of this the Federation has taken the decision to include e-cigarettes in the total ban on smoking.

Responsibilities

Federation Headteachers will:

- ensure that arrangements are in place for implementing this policy,
- have systems in place for the periodic monitoring of the implementation of this policy and associated documentation within their school
- ensure that when specific terms of this policy are breached by an employee, they are dealt with in accordance with the following process:

Stage 1: those responsible for policy enforcement, seek to resolve the issue informally so as to avoid further breaches

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Stage 2: if Stage 1 does not achieve compliance, the matter must be referred to the employee's Line Manager. The Line Manager should also seek to resolve the matter by way of an informal discussion. A record should be kept on the employee's supervision file of the outcome of the discussion

Stage 3: if Stage 2 also fails to achieve compliance, or there is a repetition of a Stage 2 breach within 12 months, the matter must be dealt with formally in accordance with the Federation's Disciplinary Procedure.

- inform smokers of the support available to them should they indicate a desire to stop smoking (Appendix Two).

East Sussex County Council's Health and Safety Advisors will:

- promote and monitor the application of this key safety policy
- provide guidance and awareness of the health risks associated with smoking (see Appendix One)
- provide guidance on the various support mechanisms for giving up smoking (see Appendix Two).

Employees will:

- adhere to this policy.

Review

This policy will be reviewed as it is deemed appropriate, but no less frequently than every three years. The policy review will be undertaken by the Headteacher and relevant governor.

Appendix One: Health Risks from Smoking

- The effects of tobacco smoking have been the subject of research for well over 30 years. The weight of evidence is such that there is a correlation between **active smoking** and an increased risk of developing a wide variety of different diseases, the most significant of which include coronary heart disease, stroke, asthma and lung cancer.
- Tobacco smoke contains over 7,000 chemical compounds, present as either gases or as tiny particles. These include carbon monoxide, arsenic, formaldehyde, cyanide, benzene, toluene and acrolein. There are around 60 known carcinogens (cancer causing substances) in tobacco smoke.
- Smoking causes around 79,000 preventable deaths in England and is estimated to cost our economy in excess of £11 billion per year.
- Latest figures show that over 200 deaths every day are still caused by smoking in England.
- In East Sussex there are over 1000 smoking related deaths each year.
- Tobacco is the only legally available consumer product which kills people when it is used entirely as intended.
- The 2017 Tobacco Control Plan for England highlighted that, accounting for potential lifetime earnings, it is estimated that smoking-attributable deaths in 2014 resulted in a total output loss of around £3.1 billion. Unemployment and economic inactivity due to smoking-attributable ill health also results in lost output to the economy, estimated at around £1.0 billion per year.
- A major review by the Government appointed Scientific Committee on Tobacco and Health in 1998 concluded that passive smoking, the involuntary inhalation of smoke from other people's cigarettes from second hand smoke, is a cause of lung cancer. Those non-smokers exposed to passive smoking over a period of time have a 20-30% increased risk of developing lung cancer. The most significant of a range of other increased risks includes increased risk of respiratory infection and coronary heart disease. These effects are seen in the non-smoking relatives of smokers and in the non-smoking colleagues of smokers at work.
- Recent evidence from Public Health England states there is no safe level of exposure to second-hand smoke and 80% of second-hand smoke is invisible.
- In addition to the health risks described above, other problems are associated with smoking:
 - 12% of all accidental fires in buildings are caused by smoking materials and matches

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- smokers have almost 50% more road traffic accidents than non-smokers
- smokers have 50% more sickness absence from work than non-smokers.

Appendix Two: Guidance and Support

The World Health Organisation has defined addiction as "the compulsion to take a drug, on a continuing basis, in order to experience its effects or to avoid the discomfort of its absence". Tobacco smoking seems to fit these criteria and the organisations below can provide the necessary help.

Organisations Which Can Help Staff Cease Smoking

- Many General Practitioners offer support and treatment to patients who want to stop smoking.
- The One You East Sussex service also offers Stop Smoking Support and treatment including telephone advice, one-to-one support and group sessions. Advisors are trained and registered by the National Centre for Smoking Cessation and Training, and sessions are available across the county at various times throughout the week in order to meet the different needs of service users, will also offer.
- The contact details for One You East Sussex are:

Tel: 01323 404600

Email: hello@oneyoueastsussex.org.uk

Website: www.oneyoueastsussex.org.uk

- ESCC's Health Promotion Resources Service has a large range of resources available, which provide information on the harms of smoking and how to stop. Information on how to register and order resources can be found at:

<https://www.eastsussex.gov.uk/socialcare/providers/health/healthpromotion/>