


School / Department	
Policy Name	<u>NASAT: Smoking Policy</u>
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Version Number	V2
Policy Lead	Managing Director, NAS Education and Children's Services and NAS Academies Trust
Date version approved by directors	Pending Ratification
Responsible governor (signed)	Effectiveness of Leadership & Management

Scope

This policy applies to all those working for NASAT, in any capacity, across the whole of the UK. It meets the legal requirements of all UK countries. It describes NASAT requirements for premises operated by the organisation. It also seeks to cover a wide range of situations where those working for NASAT may need to enter premises not under the control of NASAT.

This policy covers the use of all smoking materials including tobacco and electronic "e-cigarettes".

Policy Summary

The purpose of this policy is to reduce the risk of smoking related diseases by ensuring that suitable precautions are put in place to protect the people we support and those working for NASAT.

Reducing the Risk of Smoking Related Ill Health

General Assistance for Those Seeking to Stop Smoking

The NHS provide assistance and resources to help those seeking to stop smoking. They can be contacted on the Smokefree National Helpline – 0300 123 1044, or through individual country helpline numbers - England 0800 022 4332; Scotland 0800 84 8 484; Wales 0800 085 2219 or Northern Ireland 0800 858 585 or through their website www.smokefree.nhs.uk.

Employee and Volunteer Assistance

The First Assist helpline can be used to receive free advice and counselling for employees and volunteers. Professional counsellors will provide impartial and confidential assistance. They can be contacted by phoning 0800 716 017.

Those at Greater Risk

Exposure to tobacco smoke must be avoided where people have pre-existing medical conditions that could make them more vulnerable. For example, people with asthma, chronic bronchitis / emphysema (COPD), cardiovascular disease and also pregnant women.

Premises Controlled by NASAT

General

NASAT staff, volunteers and visitors are not allowed to smoke tobacco or e-cigarettes on NASAT premises.

A no smoking sign must be displayed in a prominent position at each entrance to all NASAT premises. The sign must be 160mm x 230mm. The sign should display the international no smoking symbol (85mm diameter) and the words, "No smoking, It is against the law to smoke on these premises". Welsh signs must also use the words, "Mae ysmygu yn y fangre hon yn erbyn y gyfraith".

Designated Outside Smoking Areas for Staff

Designated outside smoking areas may be provided, at the discretion of the Principal in control of the premises, but this practice is discouraged. The designated outside areas may be partially enclosed, but the area of the walls of such an enclosure must not exceed the area of the unenclosed part (note that windows and doors count as enclosed parts even though both may be left open). Designated outside smoking areas must be positioned far enough away from the premises to prevent risks from passive smoking.

Areas Not Under the Control of NASAT

Employees and others working on behalf of NASAT must not smoke (this includes the use of e-cigarettes) in premises or vehicles of the people we support. They must never smoke in close proximity to people we support or co-workers even when in the open air, e.g. on outings, visits, shopping, social events, etc.

Vehicles

Smoking (including the use of e-cigarettes) is not permitted at any time in any NASAT owned or leased vehicles. They should display a no smoking sign (symbol only, 75mm diameter) in a prominent position in each compartment of the vehicle, unless they have been provided primarily for the use of one person.

Smoking (including the use of e-cigarettes) is not permitted in other vehicles, used on NASAT business when carrying those we support or colleagues, even with the permission of other occupants.

The use of a private vehicle as a smoking "shelter" while parked on land associated with NASAT is not allowed.

Non Compliance

Failure to comply with this policy will lead to disciplinary action being taken. Individuals may also be liable to a fixed penalty fine and possible criminal prosecution.

Key Management Actions

- Ensure that no one smokes in any NASAT buildings or vehicles in use on NASAT business.
- Encourage and assist people to give up smoking.