

Date ratified at Full  
Directors' Meeting  
23 March 2016

Review Date  
Resources Committee  
March 2018

St John the Baptist



Catholic Multi Academy Trust

## THE MAT MISSION STATEMENT

Our family of schools is united in the belief that God's love, peace, truth, and joy is for all. We are dedicated to the achievement of excellence in all we do. We cherish the uniqueness of each of our school communities and celebrate together as one Trust family. By following Jesus' example we bear witness to the greatness of God.

*'To think, to feel, to do' Pope Francis*

**St John the Baptist Catholic MAT**  
**Company No: 7913261**  
**Registered Office: Surrey Street, Norwich NRI 3PB**

## NO SMOKING POLICY



If you need this document in large print, audio, Braille, alternative format or in a different language please contact the Company Secretary on 01603 611431 and we will do our best to help.

# **No Smoking Policy – SJB CMAT**

## **Introduction**

Smoking causes cancers, heart and respiratory disease. Second hand smoking (breathing in other people's tobacco smoke), has been shown to cause cancers, heart and respiratory disease in non-smokers.

The Health and Safety at Work Act 1974 places a duty on employers to provide a working environment that is:

**'Safe, without risks to health'**

The Directors of St John the Baptist Catholic MAT acknowledges that smoking, and second hand tobacco smoke is both a public and work place health hazard and has therefore adopted this no-smoking policy. For the purposes of clarity the Directors considers electronic cigarettes as being included in this no smoking policy, and as subject to the same restrictions as if they were tobacco cigarettes.

## **Aims of the Policy**

The policy seeks to:

- Guarantee a healthy working environment and protect the current and future health of employees, students and visitors
- Guarantee the right of non-smokers to breathe in air free from tobacco smoke
- Comply with Health & Safety Legislation 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 (or the 'smoking' of electronic cigarettes) is not permitted in any part of the premises, entrances or grounds of any school within the St John the Baptist Catholic MAT at any time, by any person regardless of their status or business with the MAT or any school. Staff do not have a statutory right to "smoking breaks". If staff are expected to work for more than six hours non-stop at any one time, then they will be entitled to a 20 minute rest break. This break must be taken in one block, at the discretion of their Line Manager, and must not be taken off at either end of the working day. If staff take a lunch break this will be counted as their rest break. Any additional breaks will only be allowed if they are listed in the contract of employment.

## **Visitors**

All visitors, contractors and deliverers are required to abide by the no-smoking policy. Staff members are expected to inform visitors of the 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 school vehicles or any vehicles being used on school business.

**Support for smokers**

Supply information and contact details of local NHS Stop Smoking Services or the National Don't Give Up Giving Up free-phone helpline **0800 169 0 169**

**Disciplinary Action**

Any member of staff who fails to adhere to this policy shall be referred to the Local Governing Body, who will decide upon disciplinary action.

**Monitoring and reviewing**

This policy will be reviewed annually so that it continues to meet the aims. The No-smoking policy Co-ordinator is the CEO of the MAT.

Comments related to the maintenance of this policy should be directed to the No-smoking policy Co-ordinator.