



PROGRESSIVE CONSULTANCY AND TRAINING

## Smoking & Vaping

### Policy and Procedure

#### Modification Overview:

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<b>Policy Title:</b>	Smoking & Vaping Policy and Procedure
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<b>Version:</b>	1.1
<b>Links:</b>	WRL, PCT

## **Disclosure:**

Progressive Consultancy and Training (PCT) seeks to take all reasonable steps to help ensure that it follows all policy and procedures that are outlined within this document. This policy is supported by robust procedures and appropriate guidance and can therefore be used in conjunction with other stated policies and procedures. Further information can be found on the PCT website or when contacting Angela Saunders or another member of the PCT staff.

## **1. Employing authority policy statement**

The Employing Authority is committed to the active promotion and ultimate achievement of the goal of a smoke free working environment for all its employees consistent with the objective of health protection and promotion within an educational setting. The use of electronic cigarettes was not covered in the legislation as they did not exist at that time.

However, this policy affords e-cigarettes the same restrictions as tobacco, for the following reasons:

- the safety of e-cigarettes has not been scientifically demonstrated as the chemicals used have not been fully disclosed and there is no adequate data on their emissions.
- there is a lack of peer-reviewed evidence on their value in helping smokers cut down or stop.
- concerns that e-cigarettes might reinforce the smoking habit as they are designed to closely mimic smoking actions

## **2. Smoking policy objectives**

2.1 To protect non-smokers from the adverse health effects of environmental tobacco smoke in the workplace. Protection also applies to the use of e-cigarettes for reasons outlined in paragraph 1 above.

2.2 To demonstrate the centre's commitment to promoting the health of pupils and staff.

2.3 To provide information and advice for those who wish to stop smoking.

## **3. Summary of employer statutory obligations**

3.1 Employers are required by the Health & Safety at Work (Northern Ireland) Order 1978 to ensure, so far as is reasonably practicable, the health, safety and welfare at work of their employees and others who use their premises.

3.2 Article 4(2) (e) of the Order requires that, so far as is reasonably practicable, the working environment is safe, without risks to health and adequate as regards

facilities and arrangements for employees. In addition, under Article 8, employees must take reasonable care of their own health, safety, and welfare, as well as that of others and must cooperate with their employers' efforts to discharge any statutory health and safety duties placed upon them. Such statutory duties are reinforced by a common law duty of care.

3.3 The Health and Safety Inspectorate recommends that all employers should have a specific written policy on smoking in the workplace which gives priority to the needs of non-smokers who do not wish to breathe tobacco smoke. The same principle applies to the use of e-cigarettes for reasons outlined in paragraph 1.

## **4. Designated smoking areas**

4.1 To be clear, the centre does not encourage or promote smoking by staff or its students. Smoking or vaping is banned on any premise from PCT.

## **5. Policy implementation**

5.1 Members of staff will be given a copy of the Policy which will become part of their contract of employment.

5.2 Parents will be informed of the introduction of the Policy.

5.3 Members of staff shall inform centre visitors of the Policy.

5.4 Signs and notices shall be posted in prominent positions throughout the centre premises.

## **7. Monitoring and review**

8.1 The centre smoking policy will be monitored at least once per year by the Senior Management Team. The Policy will be reviewed and, if appropriate, revised.

### **Overview:**

To conclude, smoking, vaping and e-cigarettes are banned to be used on the PCT site. Any students or staff that are caught possessing and misusing the product, will lead to immediate confiscation and a consequence; which will be discussed with either Angela Saunders or any member of the senior leadership team.

### **Documentation:**

This policy is maintained by the PCT Team and will be reviewed and updated where necessary to reflect updated legislation, improvements of operation and changes to the regulatory environment. If you have any queries regarding the contents or the use of this policy, please contact the PCT team or Angela Saunders at [asaunders@pct.one](mailto:asaunders@pct.one).