

# Perryfields Enterprise Academy Trust

## Smoke-free Policy



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SUMMARY OF CHANGES – New policy	
Section	Detail

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# Smoke-free Policy

## 1.0 - Purpose of the policy

1.1 - This policy encompasses the range of responsibilities that Perryfields Enterprise Academy Trust has as an employer in promoting healthy lifestyles.

1.2 - All of Perryfields Enterprise Academy Trust workplaces (including vehicles owned or used by the School) 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 covers all employees, officers, consultants, contractors, volunteers, interns, casual workers, agency workers and visitors. Anyone visiting the Perryfields Enterprise Academy Trust premises must comply with the smoking restrictions set out in this policy.

1.4 - This policy is concerned with when and where employees smoke, and the effect this has on pupils, visitors and colleagues.

1.5 - Objectives:

- To underpin Perryfields Enterprise Academy Trust 's role in reducing local smoking prevalence and promoting a smoke-free culture.
- To protect staff from the harms associated with tobacco use
- To protect pupils, visitors and contractors from the harms associated with tobacco use
- To set an example to local people, employers and workforces
- To protect the reputation of Perryfields Junior School
- To ensure all staff are aware of their responsibilities in relation to the rules set out in this policy
- To ensure that people who smoke have access to support to manage workplace restrictions, or to stop smoking
- To support pupils and visitors in complying with the policy

## 2.0 - Responsibilities of managers

2.1 - Managers are responsible for implementing this policy in accordance with the Public Health White Paper, Choosing Health, Health Act 2006 and the Health and Safety at Work Act 1974.

2.2 - Line managers are expected to ensure that staff, pupils, and visitors are aware of the Smoke-free Policy.

2.3 - Line managers should ensure that staff who smoke are aware of their relevant local Stop Smoking Service, Essex Working Well, Provide CIC 's supportive approach to staff who wish to stop smoking, and their staff's entitlement to attend in work time where operationally feasible.

2.4 - Line managers should allow staff reasonable paid time off to attend approved, evidence-based stop smoking interventions if requested, subject of course to the needs of the school.

2.5 - On no occasion should line managers take a confrontational approach to matters relating to staff smoking. Staff who experience difficulties in the application of the policy should be offered support and encouragement. Disciplinary action should only be implemented should all other methods fail.

2.6 - Line managers should reassure employees who smoke that:

- They are not required to stop smoking if they do not wish to do so but that smoking can only take place away from the school premises.
- If they do not wish to stop smoking, they may like to use over the counter, or prescription nicotine replacement products while at work to help them manage their workplace responsibilities and comply with the requirements of the policy.
- They may smoke during unpaid breaks in the working day, but smoking can only take place away from the school premises.
- Uniformed staff may smoke in unpaid time provided they remove or cover identifiable uniform items (including lanyards).

## 3.0 - Where smoking is banned

3.1 - Smoking is not permitted in any part of the school premises. 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.

## 4.0 - Responsibilities of staff who smoke

4.1 - Staff may smoke in unpaid break times during their working day. Staff are not permitted to smoke during paid work time.

4.2 - Smoking is not allowed in any part of the school premises or grounds.

4.3 - These rules also apply during circumstances such as evacuation of the building during a fire alarm.

## 5.0 - Staff Smoking on Residential and Off-Site Trips

5.1 - The school's smoke-free policy applies to all school-related activities, including off-site visits, trips, and residentials.

5.2 - Staff must not smoke or vape in the presence of pupils or on any premises or grounds used for the duration of a school visit or residential. Where accommodation or venues are entirely smoke-free, staff are expected to comply fully with those rules.

5.3 - If staff choose to smoke or vape during designated off-duty times, this must take place off-site, out of view of pupils, and in a manner that does not compromise professional conduct, safeguarding responsibilities, or the school's commitment to promoting healthy lifestyles. Staff must ensure that they return to duty free from the smell of smoke or vapour.

5.4 - Breaches of this policy may be treated as a disciplinary matter.

## 6.0 - Visitors and contractors

6.1 - All visitors and contractors should be made aware of Perryfields Enterprise Academy Trust's Smoke-free Policy and must adhere to it during their time on Perryfields Enterprise Academy Trust's premises.

## 7.0 - Support for people who smoke

7.1 - Perryfields Enterprise Academy Trust recognises its duty towards employees who smoke and reducing smoking prevalence within the population.

7.2 – Essex Smokefree Service: Essex Working Well, Provide CIC, offers free support by trained advisors and access to treatments, such as nicotine replacement therapies (including patches, gum and the inhalator) and Vape Starter Kits and support, for people who live or work in Essex who wish to stop smoking. Support is available in several different forms, including virtual or telephone 1:1 appointments.

7.3 – Referral to the Essex Working Well Smoking Service can be made by speaking to a Workplace Health Champion or emailing [essex.workingwelloutreachteam@nhs.net](mailto:essex.workingwelloutreachteam@nhs.net) or visiting [www.essexworkingwell.co.uk](http://www.essexworkingwell.co.uk)

## 8.0 - Electronic cigarettes

8.1 - Staff may use electronic cigarettes and other similar electronic nicotine containing products during unpaid break times during their working day. Use is not permitted during paid work time.

8.2 - Use of electronic cigarettes is not permitted in any of Perryfields Enterprise Academy Trust premises.

8.3 - Staff are not permitted to charge electronic smoking devices on Perryfields Enterprise Academy Trust premises.

8.4 - Since electronic cigarettes often resemble 'standard' cigarettes very closely, staff should not be seen using electronic cigarettes whilst in uniform (including lanyards), either in paid or unpaid time.

## 9.0 - Monitoring and review

9.1 - A review of the Policy will be conducted every three years to ensure that it continues to meet the aims and objectives it seeks to fulfil and meets the needs of the organisation.

Such reviews will include:

- Assessing effectiveness of implementation
- Ensuring that the Policy and local Stop Smoking Service information is up to date
- Assessing and reviewing designated smoking areas

9.2 - Comments or queries related to this policy should be directed to the senior leadership team or Headteacher.

## 10.0 - Breaches of the policy

10.1 - Any breach of this policy will be regarded as misconduct and will be dealt with under Perryfields Enterprise Academy Trust 's Disciplinary Procedure.

10.2 - In serious cases, breaches of this policy may be treated as gross misconduct and Perryfields Enterprise Academy Trust may use its disciplinary policy and procedure to deal with the matter.

10.3 - Smoking in smoke-free premises is also a criminal offence and may result in a fixed penalty fine and/or prosecution.

## 11.0 – Definitions

11.1 - 'Smoke-free' does not refer to whether you smoke, but where and when you smoke.

11.2 - The terms 'Staff' or 'Employees' refer to all people working for Perryfields Junior School, including staff from other organisations hosted within Perryfields Enterprise Academy Trust premises and volunteers.

11.3 - 'Perryfields Enterprise Academy Trust premises' includes buildings owned or leased by the Trust or used for conducting Trust business.