

## SMOKING POLICY (WHOLE SCHOOL)

### INTRODUCTION

1. This document provides a policy to assist Heads and Governors in complying with health & safety duties and to meet the terms of statutory obligations on smoking at work.
2. As a responsible employer this school is concerned to ensure the health, safety and welfare of its employees, its governors, the public it serves and all others who are affected by its activities. The school believes that all individuals should have the right to breathe smoke-free air.
3. This policy applies to all employees of the school. Furthermore the policy encompasses governors, members of the general public, contractors and service users of the school and relates to all school premises and the immediate vicinity thereof, which are in day to day school management together with school transport, except where expressly stated.

### LEGAL POSITION

4. The Health Act, which received Royal Assent in July 2006, included provision to make enclosed public places and workplaces smoke-free. As a result the **Smoke-free (Premises and Enforcement) Regulations 2006**, which come into force in England from 1 July 2007, place a duty on employers to provide smoke-free workplaces for employees.
5. This smoking policy complies fully with the requirements of the Smoke-free (Premises and Enforcement) Regulations 2006.

### STATEMENT OF PRINCIPLES

6. All school buildings and their immediate vicinity will be smoke free areas. This includes all work areas, public areas, class rooms, corridors, entrance halls, toilets, lifts, meeting rooms, recreation areas, staff rooms, common rooms and rooms previously allocated as smoking rooms.
7. The immediate vicinity of the buildings is defined as all entrance/exit areas and attached hard standings.
8. All operational school vehicles will be smoke free.

9. The school recognises the difficulty that some employees and governors may have in complying with this policy. It also acknowledges that not all smokers will wish to quit. However, any employee or governor considering stopping smoking can access the support of the LA's Confidential Staff Welfare and Counselling Service. This support may take a variety of forms including; counselling, the provision of information and guidance and referral/signposting to the local NHS Stop Smoking Service. Where appropriate and with the support of the employees or governors GP these services can help facilitate the provision on prescription of nicotine replacement therapy (patches/gum etc.) to support a quit attempt.

### **THE POLICY RELATING TO EMPLOYEES AND GOVERNORS**

10. Employees and governors must not smoke in school buildings or the immediate vicinity at any time.
11. Employees will not be permitted to smoke in operational school vehicles at any time.
12. Drivers must not smoke whilst travelling on school business, if so requested by a passenger in that vehicle. This is defined as any journey for which mileage may be claimed. The driver may also request passengers not to smoke.
13. Employees who hire a LA vehicle will not be permitted to smoke and will be responsible for ensuring that passengers do not smoke in the vehicle. This statement will be incorporated into the published conditions of hire. Each vehicle will display a 'No Smoking' sticker.
14. Employees will not be allowed to take smoking breaks.
15. Where the school currently has designated external smoking areas for employees and governors, the use of these will be reviewed as the school works towards being totally 'smoke free'. The use of these facilities will only be permitted outside of normal working hours or during official meal breaks.
16. The Head Teacher/nominated officer involved in the recruitment process will be responsible for informing all job applicants of this policy before offers of appointment are made or accepted. In addition the local authorities recruitment material will endeavour to promote this policy and make all potential employees aware of its application at an early stage.

17. Information on the policy will be included in the induction training for all employees and governors. This will include information on the support available for employees and governors trying to stop smoking.
18. All contractors entering into a contract with the school must abide by the policy. This will be made clear in contract documentation prior to any contract being agreed.

### **THE POLICY RELATING TO THE PUBLIC**

19. Members of the public will not be permitted to smoke on school premises and will be discouraged from smoking in the immediate vicinity.
20. Signs prohibiting smoking will be prominently displayed in every school building and a copy of this policy will be readily available.

### **THE POLICY RELATING TO THE SCHOOL AS A COMMUNITY LEADER**

21. The school will not approve the use of any of its buildings, outdoor facilities, vehicles or advertising space including publications, for any purpose which is promoted or sponsored, by any firm or organisation engaged in the sale of tobacco or tobacco products.
22. Tobacco products will not be sold in the school building.
23. Where possible and appropriate the school will work in partnership with and actively support other agencies and community groups who are promoting non-smoking.
24. Employees of the school involved in promotional, outreach or enforcement roles will advise on the dangers of passive smoking and promote the advantages of smoking policies.

### **ENFORCING THE POLICY**

25. Employees and governors who are in breach of the smoking policy will initially be advised that their behaviour breaches the policy, they will be reminded of/offered the use of the previously identified support that is available to them and warned that further breaches may result in formal disciplinary action.

26. Employees and governors are reminded of their responsibility to dispose of all cigarette waste in a safe and appropriate manner. Failure to properly dispose of cigarette waste could result in individuals being issued with a fixed penalty notice.
27. The Head Teacher/nominated officer will be responsible for promoting the policy, ensuring compliance with the policy, its effective implementation and consistent application.

Approved - May 2007