

<b>TITLE OF POLICY</b>	No Smoking
<b>COVERAGE</b>	Public
<b>FIRST RELEASE DATE</b>	31/08/2021
<b>LAST RATIFIED DATE</b>	
<b>DATE FOR NEXT REVIEW</b>	31/08/2022
<b>OWNER</b>	Health and Safety Manager
<b>REVIEWER</b>	Director of HR and Administration

### No Smoking

#### Policy

##### 1. Aim

The No Smoking Policy aims to provide a healthy and safe working environment for all employees, pupils, parents, contractors and other visitors. This policy will ensure compliance with all relevant legislation connected to this policy, and to work with other schools and the local authority to share good practice in order to improve this policy.

##### 2. Statement of intent

Smoking is known to be a serious risk to health. It is a significant cause of disease and premature death. In addition there is now evidence that “passive smoking”, the inhaling of other people’s smoke, can cause lung cancer in non-smokers, as well as causing a deterioration of respiratory conditions. We are aware that smoking is one of the main causes of air pollution which is the biggest environmental threat to health.

We believe it is our duty to discourage school personnel and pupils from smoking by highlighting the damaging effects it has on a person’s health. We will provide support and advice to all smokers but we hope all school personnel will act as role models.

##### 3. Scope

This policy is applicable to all staff, pupils, parents, visitors, suppliers, contractors and volunteers.

##### 4. Unique definitions

Not applicable

##### 5. Process and practice

The school will dedicate itself to adhering to the following procedures for every hazardous substance used:

### 5.1 Whole School Ban

- This policy does not allow any smoking (including electronic cigarettes) within the boundaries of the school site at any time, by anyone, under any circumstances;
- Any contractor employed on site would be made aware of the ban before work is undertaken. It would be written into service specifications for contractors;
- Smoking would not be permitted by any group hiring the school premises for functions or regular lettings and this would be written into the hire agreement;
- The school would need to post notices reminding people that this is a smoke free site.

### 5.2 Support for employees

The school recognises that staff who smoke may need support either to give up smoking or help control their smoking, therefore the school will make available to employees the MoH free awareness and help programs on quitting smoking.

### 5.3 Staff members co-operation

- Staff are not allowed to smoke in the presence/sight of pupils or parents. This would include trips outside of school hours;
- Staff are not allowed to smoke on school premises;
- All new and prospective employees to be advised of the restrictions and rules regarding smoking at work through advertising material, the interview process and induction;
- It is anticipated that all employees will comply with this Policy. In circumstances where there is willful contravention of the Policy, steps may be taken to invoke disciplinary procedures.

### 5.4 Pupils

- Smoking among pupils during school hours is not permitted;
- Smoking among pupils on school visits or trips is not permitted;
- Pupils caught smoking will be put on a register of smokers and a disciplinary programme will be followed.

### 5.5 Designated smoking area

- The designated smoking area will be in the hut located near the rear car park outside the school premises;

- Using the smoking area will be at specific times to be determined in coordination with the line managers.

### 6. Associated forms and documents

None.

### 7. Responsibilities

#### 7.1 Headteacher

- Ensure all school personnel, pupils, parents, visitors, suppliers and contractors are aware of and comply with this policy;
- Keep a record of all breaches to this policy;
- Ensure the school curriculum informs pupils of the health risks of smoking;
- Ensure that no smoking rules is included in staff handbook;
- Ensure that all new and prospective employees are aware of no smoking rules.

#### 7.2 HSS manager

- Lead the development of this policy throughout the school;
- Ensure that all visitors and school letting events are aware of this policy;
- Provide guidance and support to all staff;
- Carry out regular inspections of premises and school activities;
- Investigate breaches of this policy.

#### 7.4 Staff members

- Comply with all aspects of this policy;
- Aware that disciplinary action will be taken against any employee who does not comply with this policy;
- Advice members of the public when on school premises to comply with this policy;
- Ensure pupils are taught about the dangers of smoking and passive smoking.

#### 7.5 Pupils

- Be aware of and comply with this policy;
- Be taught the dangers of smoking and passive smoking;

### 8. Related information

### Related Policies

- [EHS04 - Allergies](#)
- [EHS06 - Asthma](#)
- [EHS22 - Medical and First Aid](#)