



HEDDON-ON-THE-WALL ST. ANDREW'S CE FIRST SCHOOL

Smoke-Free Workplace Policy

1 Scope

This policy applies to all employees, agency workers and volunteers at the school who are under the direction of the Academy Committee.

This policy applies to smoking indoors at work premises and in vehicles used for work purposes. It applies to all substances that can be smoked, including cigarettes, herbal cigarettes, cigars, and also to vaping devices, electronic cigarettes or e-cigarettes.

2 Purpose

The School believes that smoking constitutes a fire risk and a hazard to the health of all its employees, both smokers and non-smokers (as a result of "passive smoking").

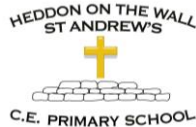
As there is clear evidence that both smoking and the inhalation of second-hand tobacco smoke are dangerous to health, the School has a responsibility both to protect its non-smoking workforce and to support those who do smoke in their efforts either to smoke less while at work or to stop altogether.

The purpose of this policy is to:

- guarantee a healthy working environment and protect the current and future health of staff and other visitors whilst on the School's premises and whilst using the School's vehicles;
- guarantee the right of everyone to breath in air free from tobacco smoke;
- take account of smokers' needs;
- support staff who wish to stop smoking;
- inform staff and managers of their responsibilities in respect of the policy;
- support smokers to help them adjust to increased restrictions on their smoking during the working day ;
- promote the culture of a smoke free organisation; and
- comply with current relevant legislation.

3 Policy statement

The School is committed to supporting the health and wellbeing of its workforce.



The School's premises and vehicles are designated as smoke-free areas. Internal spaces (more than 50% enclosed) and work vehicles must be smoke-free by law. Smoking in these areas would attract penalties under the legislation for both the smoker and the School. Under this policy, exterior space is also smoke-free, except under the arrangements outlined below.

Smokers will be allowed to smoke only at locations a reasonable distance from the school buildings (or work vehicle) and away from pupil and public view. This avoids the health risks posed by second-hand smoke entering the buildings through doorways and windows. It also ensures that the School, with its leadership role and public health responsibilities is not associated with smoking and that seek to de-normalise it, especially for the sake of children and young people. For this reason, where practical, any School badges or uniforms should be covered when smoking.

Vaping devices, electronic cigarettes or e-cigarettes (which look like cigarettes to an observer) will be treated in the same way as cigarettes under this policy with identical restrictions. Although, e-cigarettes do not contain any burning substances, they do give off a vaporised water-based mist and it should be noted that research is unclear on the effects of e-smoking.

Signage will draw attention to the policy and also to sources of help for smokers who wish to stop. This includes approved 'no smoking' signs in conspicuous places to inform people entering the building of the no smoking status. Receptacles will be provided for cigarette waste and will be positioned away from the buildings. Where smoking does take place, it is the personal responsibility of the individual to ensure that all waste materials are disposed of safely in an appropriate waste receptacle.

Smoking by staff is not permitted in the homes of parents/pupils. This includes smoking households and also where a cigarette is offered to the member of staff.

This policy has been the subject of consultations with the relevant trade unions and has their support.

This policy has the full support of the Academy Committee and senior managers and all employees will have access to this policy in their School and electronically via the shared Google Drive and School website.

4 Legal considerations

Smoking indoors at work premises and other enclosed spaces in England became unlawful on 1st July 2007.



Legislation applicable to the banning of smoking is the Smoke-Free (Signs) Regulations 2012, the Smoke-free (Exemptions and Vehicles) Regulations 2007; the Smoke-free (Vehicle Operators and Penalty Notices) Regulations 2007; the Smoke-free (Premises and Enforcement) Regulations 2006; and the Smoke-free (Penalties and Discounted Amounts) Regulations 2006.

Section 2(2) of the Health and Safety at Work Act 1974 places a duty on employers to *'...provide and maintain a safe working environment which is, so far as is reasonably practical, safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work.'*

The Health Act 2006 makes provision for the prohibition of smoking in certain premises, places and vehicles. Section 2(2) states: *'...premises must be smoke-free if they are used as a place of work including vehicles.'* The Act also places a responsibility on employers to ensure that no smoking takes place in areas which may lead to others being exposed to second-hand or side stream smoke.

5 Roles and responsibilities

Academy Committee: The Academy Committee has responsibility for developing and reviewing this policy and ensuring that effective monitoring systems and procedures are in place.

Headteacher: The Headteacher has responsibility:

- for ensuring that the policy is implemented and maintained within the School;
- for ensuring that all staff are aware of the policy and receive appropriate training;
- for ensuring that all smoking and non-smoking areas are clearly signed; and
- to monitor the effectiveness of the policy.

Employees: Every employee has a personal responsibility to implement this policy, report incidents where the policy is being breached and is under a duty to behave appropriately at all times in accordance with this policy.

6 Arrangements for Smoking

Staff (including workers, agency workers and volunteers)

If members of staff wish to smoke they should do so at normal and agreed break times. On no account should smokers be granted paid time to smoke.



Visitors

All visitors, contractors and deliverers to School premises are required to abide by the Smoke-free Policy. Staff members are expected to inform visitors of this policy and direct them to an appropriate area in which to smoke.

Vehicles

Smoking is not permitted at any time in vehicles belonging to or leased by the School. When a member of staff's private vehicle is being used to carry a colleague, pupil, or visitor, this policy must be observed.

7 Disciplinary Action

Any member of staff refusing to observe the policy, for example by smoking in unauthorised areas, will be liable to disciplinary action in accordance with the School's Disciplinary Procedure.

All members of staff have a role to play in enforcing the policy and are required to report any observed or reported breaches to their manager and/or to the Headteacher. It is important to note that primary emphasis should be placed on preventing such situations from arising. In the event of a breach of the policy by a staff member or by a visitor, s/he should be asked to extinguish all smoking materials and be informed of the availability of external smoking areas. If s/he continues to smoke, the matter should be referred to the appropriate manager or to the Headteacher, as appropriate. In the event that visitors continue to breach the policy, the appropriate organisations should be advised in writing of the consequences of breaching these requirements.

It is a criminal offence for anyone to sell, transport or possess illegal tobacco products.

The selling/storing and dealing in any way of illegal cigarettes and tobacco on School premises will be considered as gross misconduct and will result in appropriate disciplinary action and on ward reporting to the appropriate authorities.

For more information on illegal tobacco products, visits www.get-some-answers.co.uk. If anyone has an information or concerns about illicit tobacco, they should contact the Public Protection Service Trading Standards Team on 01670 623870 or by e-mail at tradingstandards@northumberland.gov.uk.

Policy Reviewed: April 2019

Review Date: April 2022