



# Alexander Hosea Primary School

*'Roots to grow, wings to fly'*

## **No Smoking Policy**

This policy has been agreed and adopted by the Governing Body of this School and the relevant Trades Union / Professional Associations.

### **1. INTRODUCTION**

The school has a duty under the Health and Safety at Work Act 1974 to ensure the health, safety and welfare of all adults and children at school.

The No Smoking Policy is designed to secure a non-smoking healthy and safe working environment, in compliance with the Health Act 2006, to protect the staff and pupils and visitors and contractors from the effects of tobacco smoke at the school and to ensure compliance with the Smoke-free (Exemptions and Vehicles) Regulations 2007.

This is in the context that medical evidence continues to reinforce the link between inhalation of smoke both directly or by passive smoking and serious illness or the exacerbation of pre-existing health problems.

### **2. POLICY**

The policy applies to any person on school premises.

Smoking is not permitted in any part of school under any circumstances.

Anyone wishing to smoke is asked to respect the rights of others to enjoy a smoke-free environment.

The school No Smoking Policy also applies to all events where staff are representing the school.

Any vehicle used by the school, including hired or leased vehicles, are designated as non-smoking. This ban also applies to employees who are travelling in relation to school business using their own private vehicles.

Whilst on duty and representing the school, staff are not allowed to smoke on school premises in the presence or sight of pupils.

The No Smoking Policy will be regarded as a term in all employees' contracts of employment.

The school also intends to encourage and help those that wish to give up smoking and provide support and advice to do this.

It is anticipated that all employees at School will comply with the No Smoking Policy. In circumstances where there is wilful contravention of the No Smoking Policy, steps may be taken to invoke disciplinary procedures.

### 3. RESPONSIBILITIES

#### **The Governing Body**

The Governing Body is responsible for establishing systems and procedures for the safe and efficient management of the school including those set out in this policy document.

#### **Headteacher**

The Headteacher is responsible for the effective implementation of the school's procedures. Where it is discovered that a member of staff wilfully contravenes this No Smoking Policy whilst at work, or it is brought to the Headteacher's attention that an employee may be smoking, then he / she will discuss this with the employee concerned to discuss appropriate support and or action to be taken.

The Schools' Human Resources and Health and Safety teams may be contacted for further advice.

#### **Employees**

All employees must co-operate and assist with any investigation about contravention of this No Smoking policy whilst at work and attend any meetings as requested with the Headteacher.

#### **Schools' Human Resource and Health and Safety teams**

The schools' HR and Health and Safety teams are available for advice, information and assistance in accessing professional advice and providing support to the Headteacher.

A Schools' HR Officer will provide advice if it is decided that action should be taken in accordance with the school's procedures for misconduct.

### 4. ELECTRONIC CIGARETTES

Electronic cigarettes or e-cigarettes are battery powered products that release a visible vapour that contains nicotine that is inhaled by the smoker.

Although they do not produce smoke, the use of e-cigarettes could annoy others. The No Smoking policy applies to the use of electronic cigarettes.

### 5. SUPPORT FOR EMPLOYEES

One of the purposes of this policy is to encourage staff to stop smoking. Advice and guidance is available to smokers on how to give up smoking and what support and / or medication is available. This is provided by the School Occupational Health provider, IMASS, which can be contacted on 01752 835900.

Other services that are available nationally include;

- NHS stop smoking services - <http://www.gosmokefree.co.uk/>
- Visit ASH (Action on Smoking and Health) <http://www.ash.org.uk/>
- Local GP practice, pharmacy or hospital

#### **Equalities Impact Assessment (EIA)**

This policy has been screened to ensure that we give 'due consideration' to equality of opportunity and has been agreed and formally approved by the appropriate reviewing and ratification Committee.

<b>Author</b>	Val Quest	<b>Date Reviewed</b>	December 2016
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