

2N NO SMOKING POLICY

INTRODUCTION

The Governing Body is committed to safeguarding the wellbeing of its employees. Exposure to second-hand smoke, i.e. breathing other people's tobacco smoke, has been medically proven to cause lung cancer and heart disease in non-smokers, as well as many other illnesses and minor conditions.

In a bid to help to protect non-smokers from the effects of exposure to second-hand smoke, the Governing Body will implement the smoke-free provisions of the Health Act 2006 and its subsequent regulations.

The Governing Body also wish to promote the positive health of its employees and will therefore actively encourage and support those who wish to stop smoking. This No Smoking Policy and Guidance is implemented in line with the national smoking ban.

POLICY STATEMENT

The Governing Body recognises the health risks associated with exposure to second-hand smoke and is committed to:-

- reducing the risks to health from exposure to second-hand smoke;
- recognising a person's rights to be protected from harm and to enjoy smoke-free air;
- educating and informing employees about the benefits of not smoking;
- encouraging and supporting employees who wish to give up smoking.

IMPLEMENTATION

The Headteacher is responsible for ensuring that all employees are made aware of this policy and associated guidance. The Trade Union's accredited safety representatives will have access to relevant information concerning this policy and associated guidance.

MONITORING

The responsibility for monitoring and evaluating the policy and its implementation remains with the Business Manager.

GENERAL GUIDELINES

- All of the school's buildings and grounds have been designated smoke-free with no exceptions.
- E-cigarettes are also prohibited by this policy.
- No employee is entitled to take breaks, additional to their contractual entitlement, during their working day to smoke.
- All vehicles, including any vehicles on loan, hire or leased to the school, and used for work, will be smoke-free.
- Employees using their own cars and in receipt of transport allowance are required not to smoke if they are transporting colleagues and/or service users during working hours.
- Staff members and members of the public are requested not to smoke immediately outside the school perimeter, to support this policy and prevent the wrong message being sent out to students.

SIGNAGE

The Business Manager is responsible for ensuring no smoking signs are in place throughout the school buildings, premises and in vehicles:

BUILDINGS: At each entrance there must be displayed an A5 No Smoking sign which shows the no smoking symbol and contains, in characters which can be easily read, "No Smoking – It is against the law to smoke in this school".

VEHICLES: Each vehicle must display a no smoking sign (which contains the stop smoking symbol) in each compartment of that vehicle which accommodates passengers, e.g. a minibus would require one sign in the driver's compartment and one in the rear passengers' section.

RESPONSIBILITIES: Persons responsible for establishments have responsibility to display no smoking signs in buildings and vehicles and ensure that no one smokes in the school buildings, premises and in vehicles.

Employees are required to comply with this policy and refrain from smoking in school buildings, premises and in vehicles.

Individuals who do not comply with this legislation either by smoking in smoke-free buildings/premises/vehicles or by not enforcing the legislation for which they are responsible, are liable to a fixed penalty fine and possible criminal prosecution.

ASSISTANCE FOR SMOKERS

The Governing Body will continue to promote and support non-smoking initiatives. Publicity will be given to the dangers to health linked with smoking and the risks associated with exposure to second-hand smoke.

Assistance will be available to any employee who wishes to stop smoking either by the provision of individual counselling and/or participation in a smoking cessation group.

FURTHER ADVICE

Additional advice and support regarding this policy is available from the Occupational Health Unit, County Hall, Matlock.

Mrs S Morgan, Business Manager: June 2015

Approved by Governing Body: 21 July 2015

Review date: June 2017