



NO SMOKING

Introduction

1. **“Smoking is the greatest preventable cause of death and disease. It not only can damage the health of the smoker but also the health of those around him or her” (Department of Health). Fifty diseases are attributed to smoking and one in two deaths is caused by smoking. The school is a non smoking site. The school is committed to educating pupils about the dangers of smoking and to discouraging them from smoking. Members of staff have a responsibility to set an example by following this policy.**
2. This policy covers all staff who work at the school and all visitors to the school.

Restrictions on smoking

3. Smoking is not permitted on the school site. This restriction covers the buildings and grounds of the school.
4. It is recognised that smokers may require support and assistance with containing their smoking to the requirements of this policy. Advice and support is available to staff, including, if they so wish, telephoning the national Quitline on 0800 002200, which is open from 9.30am to 5.30pm seven days a week.
- 5.. This policy will be operated through the existing management structures, and it will be operated with sensitivity and reasonableness having regard to the needs of all the school’s staff.
6. With effect from September 1 2004, the no smoking policy has become part of the disciplinary rules applying to the school as a workplace.
7. This policy came into operation on September 1 2004.
8. This policy is supported by the Smoke Free Law introduced on the 1 July 2007 making it illegal to smoke in all enclosed public places, work places and in public and work vehicles. Please refer to Appendix A.

Smoke Free Policy for Schools

Purpose of this policy

The Council has a responsibility for the maintenance and where possible improvement of the health of its employees, including those employed through schools, and acknowledges that breathing other people's smoke is both a public health hazard and welfare issue, proven to cause ill health. Schools recognise that their staff should provide a positive role model to pupils.

This policy is designed to benefit and support smokers and non-smokers alike, and all employees of the Council are expected to comply with the restrictions in a reasonable and responsible manner.

Head teachers have responsibility for the detailed implementation of the policy within the locations for which they are responsible.

Policy statement

The Council recognises that it can best demonstrate its concern for the health, safety and welfare of all its employees by introducing restrictions on smoking at work, thereby making all of the enclosed work areas smoke free.

The policy:

- Does not permit smoking in any part of the Council's premises including car parks and outside the entrances/exits to its buildings;
- Does not permit employees to smoke in the homes of service users or other appropriate enclosed work areas including residential homes, council owned vehicles or whilst travelling with service users;
- aims to protect employees from the potential effects of passive smoking;
- assists smokers to adjust to working in a smoke free environment (during the 3 month lead in period);
- fulfils the Council's health and safety responsibilities to its employees;
- fulfils the Council's legal responsibilities to its employees.

The DfES Healthy Schools Standard requires school sites to be completely smoke free.

Implementation

The Council's policy is that all service areas including schools will operate a complete ban on smoking from 1 April 2007.

There will be a lead in period of 3 months, during which time schools that currently do not operate a total smoking ban will implement the new arrangements.

Individual head teachers do not have the discretion to apply their own local arrangements such as the operation of 'smoking breaks' and 'designated smoking areas'.

Schools, which currently operate a total ban on smoking, will continue with those arrangements.

This policy statement applies to all employees of the Council, including those employed through schools.

Head Teachers' Responsibilities

Head Teachers are responsible for ensuring that the policy is upheld.

They should provide support and encouragement for employees who wish to give up smoking. For assistance with smoking cessation contact the Stop Smoking Service on 0800 013 1673 or email them at stopsmoking@newhampct.nhs.uk.

In locations where a complete smoking ban did not previously exist, disciplinary procedures will not be used as the initial means for dealing with problems, particularly during the early stages of implementation. However, persistent or wilful non-compliance will be dealt with under the procedures.

Managers should ensure that job applicants, new employees, limited term employees and contractors are aware of and comply with the Smoke Free Policy.

Employees' Responsibilities

Employees are responsible for ensuring that they observe the Smoke Free Policy. Employees who act in breach of this policy should be aware that they are liable to action under the disciplinary procedure.

If an employee wishes to take advantage of any assistance offered by the Council they are required to make this known to their line manager.

Employees are only permitted to smoke whilst off duty i.e. in official break times only but are still subject to the location restrictions.

It is not acceptable for employees to congregate in groups to smoke outside School premises.

Visitors and Service Users

All visitors and service users on Council premises are expected to comply with this policy; should they fail to do so managers have the right to ask them to leave.

Council employees visiting service users in their own homes can make a written request to provide a smoke free environment whilst the visit is taking place. Wherever possible this request should be made in the text of the appointment letter. A verbal request can also be made at the time of the visit and the service user should be respectfully asked not to smoke whilst employee is working within the environment.

If service users refuse, employees may stop service delivery until the cigarette is extinguished. Under no circumstances should a confrontational attitude be adopted or allowed to develop and staff should advise their manager of the situation.

Monitoring and Review

The following will be monitored:

- existing and prospective employees are advised of the Policy;
- job advertisements, job descriptions and contracts of employment refer to the Smoke Free Policy;
- there is adequate, clear signage indicating that a smoke free policy is in operation.

This Policy will be reviewed in 12 months to ensure that it continues to meet its aims.

Nothing in this policy is intended to be contractually binding upon the Council, and the provisions of the policy may be unilaterally varied by the Council after reasonable and appropriate consultation with unions and employee representatives.

This policy supersedes any other Smoking Policy in place before the above date.

Effective from 1 April 2007.