

# Emmbrook Junior School



## No-Smoking in the Workplace Policy

**Responsibility of:** Finance, Community and Premises (FCP) Committee  
**Date of Policy:** December 2015  
**Date of Review:** November 2017

### 2014 Mission Statement

The Emmbrook Junior School community works together to further develop each child's abilities by creating a nurturing and motivating environment for learning. Each child's self-confidence will be strengthened, so they make good academic progress, whilst gaining increasing resilience and respect for the community.

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## **1. Policy**

- 1.1 All employers have a duty under the Health and Safety at Work Act 1974 to ensure as far as reasonably practicable, the health and safety of their employees. This duty is also reflected in the Health Act 2006, the Smoke-free (Premises and Enforcement) Regulations 2006 and the Smoke-free (Exemptions and Vehicles) Regulations 2007 which places on the employer the requirement to ensure that public and work places do not impact on an employee's health and safety and are smoke-free.
- 1.2 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 considerable evidence that "passive smoking", the inhaling of other people's cigarette smoke, can cause lung cancer in non-smokers, as well as causing deterioration in the health of individuals with respiratory conditions. Non-smokers have a right to work in a safe and healthy environment. This includes being protected from passive smoking.
- 1.3 Smoking is prohibited within the boundaries of the school site at any time by anyone - employees, children, parents or visitors - under any circumstances.
- 1.4 This policy relates to all types of smoking e.g. cigarettes, e-cigarettes, cigars and pipes.

## **2. Purpose**

- 2.1 The purpose of this policy is to provide a healthy and safe working environment for all employees, pupils, parents, contractors and other visitors.
- 2.2 The intention is not to confront smokers but to encourage and help those who wish to give it up. The issue is not whether someone smokes but where and when he or she smokes.
- 2.2 Responsibility for implementing and monitoring this policy rests with Head Teacher or her representative.

## **3. Scope**

- 3.1. This policy applies to all employees including temporary and agency staff, volunteers, pupils, parents, contractors and other people/members of the public working in or visiting school premises.

## **4. Principles**

- 4.1 The procedure is designed to maintain a healthy environment for employees, contractors and visitors. Employees found smoking within school buildings or the smoke-free zone around the perimeter of the buildings may face disciplinary action.

- 4.2 It is the Head Teacher's or her representative's responsibility to ensure compliance with this policy, including ensuring that visitors to the site comply with these arrangements.
- 4.3. Any contractor employed on site should be made aware of the ban before work is undertaken. It should be written into service specifications for contractors.
- 4.4. Smoking is not to be permitted by any group hiring the school premises for functions or regular lettings and this is written into the hire agreement.
- 4.5. The school's recruitment literature will state that the school operates a No Smoking Policy in and around its site.
- 4.6. The school has posted notices reminding people that this is a smoke free site.
- 4.7. Vehicles: the law requires vehicles to be smoke free at all times if they are used:
- When there are children in the vehicle
  - To transport members of the public
  - In the course of paid or voluntary work by more than one person – regardless of whether they are in the vehicle at the same time.
- 4.8. The Governing Body wishes to support staff who smoke to either give up smoking or help them to control their smoking. The following support is available:

Staff wishing to stop smoking may contact:

Smoke Free Life Berkshire  
Phone: 0800 622 6360  
Email: <http://www.smokefreelifeberkshire.com/>

**Or**

Employees may seek support from the NHS smoking helpline number and get free advice and information on their nearest Stop Smoking Service by visiting: <http://www.nhs.uk/smokefree>.

## **5 Employee co-operation**

- 5.1 It is anticipated all employees co-operate with the policy. In circumstances where there is willful contravention of the policy, steps may be taken to invoke disciplinary procedures.

## **6 Review**

- 6.1 The policy will be reviewed every 2 years and is next due for review in 2017.

***Approved by Governing Body***

***Chair of Governors***

***Date 01.12.2015***

***Head Teacher***

***Date 01.12.2015***