



Crowle Primary Academy

Smoking Policy



INTRODUCTION

1. This document provides a policy to assist Heads and Governors in complying with health & safety duties and to meet the terms of statutory obligations on smoking at work.
2. As a responsible employer this academy is concerned to ensure the health, safety and welfare of its employees, its governors, the public it serves and all others who are affected by its activities. The academy believes that all individuals should have the right to breathe smoke-free air.
3. This policy applies to all employees of the school. Furthermore the policy encompasses governors, members of the general public, contractors and service users of the academy and relates to all academy premises and the immediate vicinity thereof, which are in day to day academy management together with academy transport, except where expressly stated.

LEGAL POSITION

4. The Health Act, which received Royal Assent in July 2006, included provision to make enclosed public places and workplaces smoke-free. As a result the **Smoke-free (Premises and Enforcement) Regulations 2006**, which came into force in England from 1 July 2007, place a duty on employers to provide smoke-free workplaces for employees.
5. This smoking policy complies fully with the requirements of the Smoke-free (Premises and Enforcement) Regulations 2006.
6. In addition to this, the academy does not permit the use of electronic cigarettes (ecigarettes) on academy premises or in academy vehicles. Ecigarettes are battery powered products which release a visible vapour that contains liquid nicotine inhaled by the user. Ecigarettes fall outside the scope of the smoke free legislation but some models can, particularly from a distance, look like real cigarettes, making this policy difficult to enforce. This may also create an impression for visitors, other employees or students that it is acceptable to smoke on school premises.

STATEMENT OF PRINCIPLES

7. All academy buildings and their immediate vicinity will be smoke free areas. This includes all work areas, public areas, class rooms, corridors, entrance halls, toilets, lifts, meeting rooms, recreation areas, staff rooms and common rooms
8. The immediate vicinity of the buildings is defined as all entrance/exit areas and attached hard standings.
9. All operational academy vehicles will be smoke free.

THE POLICY RELATING TO EMPLOYEES AND GOVERNORS

10. Employees and governors must not smoke in academy buildings or the immediate vicinity at any time.
11. Employees will not be permitted to smoke in operational academy vehicles at any time.
12. Drivers must not smoke whilst travelling on academy business, if so requested by a passenger in that vehicle. This is defined as any journey for which mileage may be claimed. The driver may also request passengers not to smoke.
13. Employees who hire a LA/ another academy's vehicles will not be permitted to smoke and will be responsible for ensuring that passengers do not smoke in the vehicle. This statement will be incorporated into the published conditions of hire.
14. Employees will not be allowed to take smoking breaks.
15. The Headteacher/nominated officer involved in the recruitment process will be responsible for informing all job applicants of this policy before offers of appointment are made or accepted.
16. All contractors entering into a contract with the academy must abide by the policy. This will be made clear in contract documentation prior to any contract being agreed.



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THE POLICY RELATING TO THE PUBLIC

17. Members of the public will not be permitted to smoke on academy premises and will be discouraged from smoking in the immediate vicinity.

18. Signs prohibiting smoking will be prominently displayed in every academy building and a copy of this policy will be readily available on the academy's website.

THE POLICY RELATING TO THE ACADEMY AS A COMMUNITY LEADER

19. The academy will not approve the use of any of its buildings, outdoor facilities, vehicles or advertising space including publications, for any purpose which is promoted or sponsored, by any firm or organisation engaged in the sale of tobacco or tobacco products.

20. Tobacco products will not be sold in the academy building.

21. Where possible and appropriate the academy will work in partnership with and actively support other agencies and community groups who are promoting non-smoking.

22. Employees of the academy involved in promotional, outreach or enforcement roles will advise on the dangers of passive smoking and promote the advantages of smoking policies.

ENFORCING THE POLICY

23. Employees and governors who are in breach of the smoking policy will initially be advised that their behaviour breaches the policy, they will be reminded of/offered the use of the previously identified support that is available to them and warned that further breaches may result in formal disciplinary action.

24. Employees and governors are reminded of their responsibility to dispose of all cigarette waste in a safe and appropriate manner. Failure to properly dispose of cigarette waste could result in individuals being issued with a fixed penalty notice.

25. The Headteacher will be responsible for promoting the policy, ensuring compliance with the policy, its effective implementation and consistent application.

*Adapted from North Lincs policy by R.Blakmore
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