



Smoke-Free Policy

This policy was approved and ratified by

Cox Green School

on 13th May 2016

Version	Authorisation	Approval Date	Effective Date	Next Review
1	Full Governing Body	July 2014	July 2014	July 2016
1.2	Cox Green School	May 16	May 16	May 2019



1. INTRODUCTION

- 1.1 Smoking remains the single biggest cause of ill-health and premature death in this country killing approximately 106,000 people every year. One in five deaths is smoking-related.
- 1.2 Following a free vote by MPs in February 2006, legislation making all workplaces and enclosed public places smoke-free was introduced in England from summer 2007. Cox Green School supports this and recognises the need to introduce an appropriate smoke-free policy.

2. STATEMENT OF INTENT

- 2.1 Cox Green School is committed to providing a safe and comfortable working environment within all its buildings and throughout its site for employees, students and visitors. It will do as much as possible to ensure the health of its employees is not put at risk. However, Cox Green School also accepts that smoking is a legal activity and a matter of personal choice. Therefore, the policy is not concerned with *whether* individuals smoke; it is concerned with *where* and *when* smoking takes place.

3. SCOPE

- 3.1 This policy covers all school premises (buildings and grounds), areas at or in sight of the immediate school boundary or entrances and vehicles where employees of Cox Green School work, whether they are full time, part time or temporary agency staff.
- 3.2 This policy covers all types of cigarettes and tobacco and includes e-cigarettes.

4. STANDARDS

- 4.1 Smoking is prohibited within all school premises and grounds. This includes in vehicles parked on the school premises and vehicles owned by the school whatever their location.
- 4.2 Staff, volunteers and parent helpers are expected to refrain from smoking on all trips and visits.
- 4.2 All visitors and contractors will be notified of the policy via notices in Reception Areas.
- 4.3 Persistent contravention of this policy by employees will be regarded as a disciplinary breach and will be treated as misconduct under the Disciplinary Procedure.
- 4.4 Smoking away from school buildings and grounds will only be permitted in the employees own time, i.e. at recognised official break times (see 4.5.1 and 4.5.2) , and will not be permitted within working hours
- 4.5. Smoking is not permitted in such places as would bring the school into disrepute i.e. at or in sight of the immediate school boundary or entrances.



4.5.1 The Working Time Regulations 1998 state that:

- Workers over 18 have the right to one uninterrupted unpaid 20 minute rest break if they work more than 6 hours a day
- Workers over school leaving age but under 18 are entitled to a unpaid 30 minute rest break if he/she works for longer than four and a half hours
- The guidance also stated that there is no right to take smoking breaks.

4.5.2 The school

- The school is a non-smoking site and does not allow designated smoking breaks.
- If staff wish to smoke within their designated work breaks this is not permitted on the school site and or in sight of the immediate school boundary or entrances.
- Staff may request smoking breaks. This request should be made to the Line Manager and if this is possible due to your role and working times this may be agreed as either:
 - unpaid and your contractual hours decreased or
 - unpaid and working times on site increased to accommodate the request
- Requests will be dealt with on a case by case basis and if agreed the number and length of the breaks will also be agreed.

4.6 Notices reminding people they are in a smoke-free area will be displayed in prominent locations. These signs will comply with the requirements set out in the smoke-free legislation.

4.7 The school will ensure that a system is available in reception that staff must use to sign in and out when going and returning from smoking breaks.

5. RESPONSIBILITIES

5.1 The Governing Body will ensure full implementation of this policy by:

- Ensuring that awareness of this policy is promoted.
- Ensuring that this policy is reviewed annually or sooner if legislation, approved codes of practice, or incidents highlight deficiencies in the policy;
- Providing advice and information on this policy to all employees working at Cox Green School.
- Actively promoting no-smoking campaigns such as No Smoking Day (second Wednesday in March every year) and in PSHE lessons;
- Cox Green School provides an Employee Assistance Programme for all its employees. This is a confidential advice, information and counselling service who can offer support to those wishing to give up smoking.
- Berkshire NHS provide a free stop smoking service www.smokefreelifeberkshire.com or telephone 0800 622 6360. This service provides support through personal stop



smoking advisors and other guidance and information services.

5.3 The Headteacher will ensure full implementation of this policy by:

- Ensuring all employees/workers co-operate to ensure the success of this policy.
- Monitoring compliance and act upon breaches of this policy. In the unlikely event of an employee not respecting the policy the line manager will attempt to resolve the situation informally in the first instance but if not able to be resolved the formal disciplinary procedure will be invoked.

5.4 Employees/Workers:

- Must co-operate to ensure the implementation of this policy;
- Must not smoke within the school premises or in sight of the immediate school boundary or entrances.
- Should support and encourage colleagues who wish to give up smoking.
- Must request agreement to take smoking breaks from their line manager.
- Must sign in and out at reception when leaving and returning to the site for smoking breaks.

5.5 The Site Manager will;

- Ensure the display of appropriate signs at all entrances and throughout all buildings;

6. Communication of Policy

This policy will be published on the School website and Staff intranet called Sharepoint and communicated to all Staff.

7. Evidence of implementation

The People and External Relations Committee will discuss this policy regularly.

8. Review of policy

This is a non-statutory policy and will be reviewed every 3 years unless there are updates which are required to be made.