



ST IVO SCHOOL

SMOKING POLICY

Issue date	March 2010
Reviewed by	Personnel Committee
Ratified by Full Governors	

Review date	March 2012
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1 **Introduction**

There can be little doubt that attitudes towards smoking in public areas and at workplaces have changed dramatically over the past decade or so, following an increased concern about matters of health and safety generally and associated educational issues. More recently there have been specific concerns over the effects of 'passive smoking' and a growing tendency among children and young people to smoke.

Smoking is known to be the principal avoidable cause of premature deaths in the UK. That is why the Government White Paper 'Choosing Health: Making Healthier Choices easier' promises new action to tackle tobacco and reduce the 106,000 deaths in the UK caused by smoking every year (85,500 in England).

Since 1 July 2007 all workplaces in England have become smoke-free (Health Act 2006 and the Smoke-free [premises and Enforcement] Regulations 2006. From that date is has been a criminal offence to smoke in a smoke-free place.

2 **Aims**

2.1 St Ivo School regards itself as a health-promoting organisation. It recognises that its members of staff act as role models for pupils in all aspects of school life, including health promotion. In light of the evidence that second-hand smoke causes damage to health, this Smoking Policy has been implemented to:

- protect the staff, children and young people, visitors and contractors from the effects of tobacco smoke;
- acknowledge the educational role of the organisation in discouraging children and young people from starting to smoke;
- be a health-promoting organisation;
- raise awareness of the dangers of smoking through the Personal Social and Health Education Programme; and
- help smokers to quit.

3 **Purpose**

3.1 The purpose of this Smoking Policy is to provide a healthy and safe working environment for all employees, pupils, parents, contractors and other visitors.

3.2 The intention is not to confront smokers but to encourage and help those that wish to give up. The issue is not whether someone smokes but where and when or she smokes.

4 **Policy Statement**

- 4.1 All employees have a duty to ensure as far as reasonably practicable, the health and safety of their employees. This duty is reflected in legislation, which places on the employer the requirement to assess risks to employees' health in the workplace and take appropriate remedial action.
- 4.2 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 evidence that 'passive smoking', the inhaling of other people's smoke, can cause lung cancer in non-smokers, as well as causing a deterioration of respiratory conditions.
- 4.3 *No one is allowed to smoke, ie not Members, employees, service users, nor visitors (including employees of partner organisations, contractors and agency/voluntary workers).*
- 4.4 *Therefore, St Ivo School employees who wish to smoke must do in non-work time (ie before/after work and/or during meal break) and not on School premises. However, it is recognised that some employees will feel unable to wait until their meal break or the end of the working day for a smoke break, and in such cases, at the discretion of the line managers, reasonable smoking breaks may be taken away from School premises, subject to the exigencies of the service. Line Managers and supervisors should oversee this procedure to ensure it is not abused to the detriment of their non-smoking staff. As a guide St Ivo School considers that no more than three unpaid smoking breaks (including meal break) should be taken per day/shift ie where normal working day/shift is not less than 7 hours 24 minutes.*

5 **Whole School Ban**

- 5.1 This Smoking Policy does not allow any smoking within the boundaries of the school site at any time, by anyone – employees, parents or visitors, under any circumstances.
- 5.2 It is the responsibility of the headteacher or his/her representatives to enforce the policy at all times and to advise employees and ensure that visitors to the site comply with these arrangements.
- 5.3 Any contractor employed on site must be made aware of the ban before work is undertaken. It will be written into service specifications for contractors.
- 5.4 Smoking is not be permitted by any group hiring the school premises for functions or regular lettings and this will be written into the hire agreement.

6 **Support for Employees**

- 6.1 The Governing Body recognises that staff who smoke may need support either to give up smoking or help control their smoking.
- 6.2 The School will make available to employees the NHS smoking helpline number to get free advice and for information on your nearest Stop Smoking Service on 0800 013 0845.
- 6.3 The School will endeavour to provide smoking cessation support in line with staff welfare provision.

7 Employee Co-operation

- 7.1 Staff are not allowed to smoke on school premises.
- 7.2 Staff need to be mindful of their position as role models during the working day (including lunchtime). The Code of Practice (Appendix One) covers this point in more detail.
- 7.3 All new and prospective employees will be advised of the restrictions and rules regarding smoking at work through advertising material, the interview process and induction.
- 7.4 Information will be included in the school prospectus and website.
- 7.5 The Smoking Policy to be incorporated into the standard terms and conditions of employment for all employees.
- 7.6 It is anticipated that all employees will comply with the Smoking Policy. In circumstances where there is wilful contravention of the Smoking Policy, steps may be taken to invoke disciplinary procedures.

8 Outside Agencies using the School Premises

- 8.1 The School Smoking Policy applies to all social events.
- 8.2 When events are booked, individuals to be made aware of the Smoking Policy.

9 Students

- 9.1 Smoking among students during school hours and on the way to and from school is not permitted.
- 9.2 Smoking among students on school visits or trips is not permitted. Sixth formers on school trips must follow 7.2 above and establish any practical arrangements with the trip leader.
- 9.3 Help will always be provided to those students who want advice.
- 9.4 Students caught smoking will be put on a register of smokers and sanctions will apply plus an offer of support where appropriate.

10 Parents

Parents to be informed of this Smoking Policy and any changes thereto through newsletters and other forms of communication.

11 Signage

Clearly worded signs will be sited at the gates, entrances and in prominent positions throughout the school premises.

12 Review

The School Smoking Policy will be monitored biannually by the School's Senior Management Team in consultation with staff and a report made to the Governing Body.

APPENDIX ONE

Smoking: St Ivo Code of Practice

Smoking on the school site is banned at all times for reasons outlined in the St Ivo Smoking Policy.

Smoking in Areas adjacent to the school

Staff will understand that smoking in the sight or presence of students is highly undesirable and for that reason, we ask staff not to smoke in areas adjacent to the school, such as the St Ivo Leisure Centre car park or High Leys during the school day, or at times when pupils are making their way to and from school.

Smoking on School Trips

Smoking is banned for staff accompanying students on non-residential trips. On residential trips staff are asked not to smoke in the sight or presence of students or where there may be any danger of passive effects of smoke on students.