



**Dated 1<sup>st</sup> May 2015**

**St Hilda's Church of England Primary School**

**No-Smoking Policy**



## **1. Policy Statement**

- 1.1. The School are committed to protecting your health, safety and welfare and that of all those who work for it by providing a safe place of work and protecting all workers, service users, customers and visitors from exposure to smoke.
- 1.2. All of the School workplaces (including its vehicles) are smoke-free in accordance with the Health Act 2006 and associated regulations. All staff and visitors have the right to a smoke-free environment.
- 1.3. This policy covers all employees, officers, consultants, contractors, volunteers, casual workers and agency workers. Anyone visiting School premises or using School vehicles must comply with the smoking restrictions set out in this policy.
- 1.4. This policy does not form part of any employee's contract of employment and it may be amended at any time.
- 1.5. If you wish to suggest improvements to the policy or experience particular difficulty complying with it you should discuss the situation with your line manager.

## **2. PERSONNEL RESPONSIBLE FOR THIS POLICY**

- 2.1. The Governing Body has overall responsibility has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. Day-to-day responsibility for operating the policy and ensuring its maintenance and review has been delegated to the Head Teacher.
- 2.2. The Senior Leadership Team has a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.

## **3. WHERE IS SMOKING BANNED?**

- 3.1. Smoking is not permitted anywhere in the workplace. The ban applies to anything that can be smoked and includes, but is not limited to, cigarettes, electronic cigarettes, pipes (including water pipes such as shisha and hookah pipes), cigars and herbal cigarettes.
- 3.2. No-smoking signs are displayed at the entrances School premises.
- 3.3. Anyone using School vehicles, whether as a driver or passenger, must ensure the vehicles remain smoke-free.



**4. WHERE IS SMOKING PERMITTED?**

- 4.1. You may only smoke outside in designated areas during breaks. When smoking outside, you must dispose of cigarette butts and other litter appropriately in the receptacles provided.

**5. BREACHES OF THE POLICY**

- 5.1. Breaches of this policy by any employee will be dealt with under our Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.
- 5.2. Smoking in smoke-free premises or vehicles is also a criminal offence and may result in a fixed penalty fine and/or prosecution.