



## SMOKING POLICY FOR SCHOOL BASED STAFF

### 1. INTRODUCTION

The Governing Body of St. Columba's Catholic Primary School is committed both to providing education of the highest quality for all its pupils and to exercise its responsibilities for managing employees' health, safety and welfare in a positive and supportive way. These commitments require the Governing Body to ensure that smoking amongst employees is responded to in a sympathetic way and managed fairly and effectively.

This Policy covers all buildings and land within the parameters of St. Columba's Catholic Primary School and all School vehicles. The success of this Policy depends upon the co-operation and consideration of both smokers and non-smokers. All employees working within the School, including those employed by the LA Directorate of Neighbourhood Delivery, are requested to observe the provisions outlined in the Policy.

### 2. BACKGROUND

The Health Act 2006 requires smoke-free environments in most workplaces and work vehicles in England. This Policy now covers all private vehicles used by employees in the course of their School duties.

### 3. POLICY

The school is a smoke free environment.

This Policy seeks to:

- Promote and achieve a healthy working environment and protect the current and future health of employees and visitors
- Continue to enforce the right of non-smokers to breathe in air free from tobacco smoke
- Continue to comply with health and safety legislation and employment law
- Continue to raise awareness of the dangers associated with exposure to tobacco smoke
- Continue to take account of the needs of those who smoke and to support those who wish to stop

### 4. APPLICATION OF THE POLICY

- [a] Non-smoking will be the standard within the perimeter of the School boundary and in School vehicles. Smoking will not be permitted whilst employees are on duty.
- [b] There will remain no provision for smoke breaks
- [c] This Policy applies to all School employees, contractors and visitors to, and users of School premises
- [d] This Policy is extended to include all privately owned vehicles, when passengers are carried in regard to official School business



## St Columba's Catholic Primary School

- [e] Employees may smoke during official breaks, which have been authorised by the Headteacher. However, these must take place away from the perimeter of the School boundary, as it creates an unprofessional image of the School to visitors and Knowsley residents.

### **5. HEALTH PROMOTION AND ADVICE**

Smokers will be allowed reasonable time off to attend smoking cessation classes should they choose to do so, to encourage as many employees as possible not to smoke at work. For further details, please contact your School's Link HR Officer.

Employees wishing to attend smoking cessation classes should complete the "Smoking Cessation Group Attendance – authorisation form" shown in Appendix 1, gaining prior authorisation to attend the classes from their Headteacher.

Educational information and publicity about the dangers of smoking and associated issues will continue to be circulated and displayed, in conjunction with Knowsley Primary Care Trust.

### **6. ENFORCEMENT**

The school respects the right of every individual to decide whether or not they wish to smoke. The policy does not change this. It is not intended to force people to stop smoking. The purpose of the Policy is to protect people who use School buildings and School vehicles from the harmful effects of environmental tobacco smoke.

Employees who refuse to refrain from smoking within School buildings and vehicles will be deemed to be in breach of School Policy. They will initially be counselled and encouraged to comply with the rules as they would for any other School Policy. However, persistent, intentional breaches of the Policy will become a disciplinary matter, dealt with by the agreed School Disciplinary Procedure.

A requirement will be built into all School contracts requiring contractors to ensure that their employees comply with the School's Smoking Policy.

Feb 10