



**WESTFIELD SCHOOL**

# **No Smoking Policy**

<b>Date Produced</b>	June 2007
<b>Original Author</b>	Sue Harris (HR)
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<b>Reviewer</b>	Emma Jenkins
<b>Ratified by Governors</b>	

This policy is intended to:

- Comply with legal requirements recognised as 'Smokefree England'.
- Ensure that all employees and visitors to Westfield School benefit from a smoke free environment.
- Protect both smokers and non-smokers from the danger to their health caused by inhalation of second-hand smoke.
- Provide opportunities and support to employees who wish to cease smoking.

### **Scope**

The policy applies to all employees and also to contractors, visitors and members of the public whilst on the premises and vehicles.

### **Buildings/Grounds**

Smoking is not allowed in any part of the school or school grounds.

### **Signage**

No smoking signs will be displayed in accordance with the specified legislation. These signs may not be defaced or removed.

### **Vehicles**

Smoking is not allowed in vehicles owned by the school. These vehicles will display No Smoking signs in accordance with the specified legislation. Employees using their own vehicle to travel on school business must not smoke when either employees or pupils are travelling with them.

### **Home Visits**

School employees making visits to an individual's home must not smoke within these premises under any circumstances. Individuals should be requested to refrain from smoking during visits by school employees. The council will provide standard notice for use by employees who visit people in their own homes.

Employees who are concerned about their exposure to second hand smoke should seek advice from their manager, who will ensure all reasonably practicable steps are put into place to protect them. The manager should review the relevant risk assessment to ensure that suitable controls are in place to minimise the risk to the lowest level practicable.

### **Other Workplaces**

The needs of employees to be protected from smoking whilst working in premises not controlled by the Council are recognised. Suitable arrangements to meet the standards of this Policy will be agreed with the owners/operators of such premises.

### **Protecting Young People and Vulnerable Adults**

Employees working with or through the Council business, who are in contact with young people under 18 years of age or with vulnerable adults, should not smoke in their presence or purchase cigarettes on their behalf.

### **Assistance for Employees**

As a partner in the Smokefree Herefordshire Partnership, The Herefordshire Primary Care Trust will provide information, literature and advice to council employees through its Stop Smoking Service. In addition, the school will actively support all employees to access Smoking Cessation through their employee wellbeing package. Employees who wish to stop smoking will be given up to six hours paid leave to attend one-to-one sessions or group cessation programmes by arrangement with their manager. If further sessions are needed, employees will be expected to arrange these in their own time.

### **Non-Compliance**

In the event of non-compliance with any condition of this policy, the line manager, under the Schools Disciplinary Procedure, will take appropriate disciplinary action if informal measures have not been successful.

If any visitors on school premises ignore the relevant policy conditions, they will be requested to refrain from smoking or asked to leave the premises.

### **Monitoring and Review**

The policy will be reviewed every two years.