

*"At Hilltop Infant School everyone will work together in a nurturing environment to provide each child with challenging opportunities that encourage a desire for life long learning"*



Hilltop Infant School  
*Smoke Free Policy*

Ratified by the Governing Body in 2008

Signature David Harwood

Chair of Governors

Due for Review 2010

# Smoke Free Policy

## Introduction

This policy replaces the Hilltop Infant School Smoking at Work Policy. This new revision takes account of the Health Act 2006 and the subordinate regulations concerned with smoke free workplaces and public spaces.

## Aims

- To protect the health of staff, governors, pupils, contractors visitors and other members of the school community.
- To inform staff and others of their responsibilities in respect of the policy.
- To support staff who wish to stop smoking.
- To promote the culture of a smoke free school.

## Policy Principles

- This policy will apply to all staff, governors, parents and carers, visitors, contractors and other persons who enter the school premises.
- Smoking is not permitted on school premises or in any part of the school building.
- School employees who wish to smoke must do so in non-work time (i.e. before or after work or during their lunch break) and must leave the premises in order to do so.
- The governors encourage employees who want to stop or control their smoking to seek help from the local NHS stop smoking service ([www.gosmokefree.co.uk](http://www.gosmokefree.co.uk) or the NHS smoking helpline (08001690169).
- Employees who breach the policy will be disciplined according to the school's disciplinary procedures.

## Responsibilities

### Governing Body

- Ensuring this policy is implemented.

### Headteacher

- Implementing this policy on a day to day basis.
- Posting signs at entrances, in line with the legislation.

## Frequently Asked Questions

## **Why has the school moved from a smoking at work policy to a smoke free policy?**

The Governing Body takes its health promotion responsibilities seriously. It believes that positive promotion of smoke free premises will have greater benefit for employees and visitors by encouraging employees to quit or to reduce their smoking and reducing exposure to second hand smoke.

## **Who is going to enforce this policy and ask smokers who smoke on school premises to stop?**

The policy clearly sets out the rules and boundaries so that everyone knows where the Governing Body stands on the issue of smoking at work. This means that employees will be able to ask people not to smoke on school premises knowing that they have the full backing of the Governing Body. There will be no smoking signs at entrances and exits which can be used to remind people of the smoke free policy. Staff are not expected to enter into any confrontation with anyone they ask to stop smoking.

## **Will there be any support from the Governing Body for smokers who want to give up smoking?**

Those who wish to stop smoking will be helped to access individual or group support and nicotine replacement therapy as appropriate. The NHS smoke free website (<http://www.smokefreeeast.co.uk/services/essex.htm>) provides information on local NHS stop smoking services. Local stop smoking services in Essex can be contacted on:

Chelmsford, Witham, Braintree and Halstead	0800 0852113
Colchester and Tendring	0800 7312656
Epping and Harlow	01279 827866
Maldon and South Chelmsford	0800 3284390
Thurrock	01375 406411
Uttlesford	01371 767010
Basildon, Brentwood, Billericay, Wickford, Castle Point & Rochford	01268 464511
National Helpline	0800 1690169

## **What if I suspect a member of staff has been smoking on school premises?**

Respect , Enjoyment, Self-Esteem, Team Work, Inclusion, Pride, Honesty, Security, Creativity, High Aspirations

It may be sufficient just to bring the matter to the attention of the employee. If this is disregarded then the normal approach will be to raise it with the Headteacher. See the school's whistle blowing policy.

### **What action will be taken against employees who disregard this policy?**

It is hoped that we can encourage people to adhere to the policy and improve the environment and health for all. However, if there are continuous breaches of the policy the Governing Body will have no option but to look at disciplinary procedures, which could ultimately lead to dismissal.

### **Legal Background**

The Health Act 2006 makes provision for the prohibition of smoking in various premises including those open to members of the public and those used as places of work. Regulations made under the Act include:

- The Smoke Free (Premises and Enforcement) Regulations, which include definitions of enclosed and substantially enclosed and details of enforcement authorities.
- The Smoke Free (Signs) Regulations which lay down requirements for signage.
- The Smoke Free (Exemptions and Vehicles) Regulations.<sup>2</sup>
- Smoke Free (Penalties and Discounted Amounts) Regulations.<sup>2</sup>
- Note: Update when Regulations published.

In addition the Health and Safety at Work Act 1974 places a duty on the Governing Body to ensure the health, safety and welfare at work of all its employees. Health and safety executive inspectors could take enforcement action if necessary but ultimately it would be for the Courts to decide in a particular case whether the risk to health was significant.