

LONDON BOROUGH OF HAVERING

Model Workplace Smoking Policy for School Based Staff

...Engayne Primary School..... **(SCHOOL NAME)**

Adoption by Governing Body



..... **(Signature of Chair of
Governors)**

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Contents

SECTION ONE: POLICY OVERVIEW	3
1.1 POLICY STATEMENT	3
1.2 PURPOSE OF THIS POLICY	3
1.3 AIMS OF THIS POLICY	3
1.4 SCOPE OF THIS POLICY	3
SECTION TWO: PROCEDURE	4
2.1 GENERAL PRINCIPLES	4
2.2 E-CIGARETTES	4
2.3 BENEFITS OF A SMOKE-FREE WORKPLACE	5
2.4 ENFORCEMENT OF THE POLICY	5
2.5 INFORMING SCHOOL WORKERS OF THIS POLICY	6
2.6 VISITORS AND TEMPORARY SCHOOL WORKERS	6
2.7 SMOKING AND VEHICLES	6
2.8 TRAVELLING BETWEEN SCHOOL SITES	7
2.9 RECRUITMENT PROCEDURES	7
2.10 HELP FOR EMPLOYEES WHO SMOKE	7
2.11 IMPLEMENTATION, MONITORING AND REVIEW	7
2.12 CHANGES TO THIS POLICY	8
2.13 CONSULTATION	8

WORKPLACE SMOKING POLICY AND PROCEDURE

Section One: Policy overview

1.1 Policy statement

1.1.1 Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses.

1.1.2 As an employer the School has a duty, in common law, to take reasonable care to protect the health of its workers. The School acknowledges that breathing other people's tobacco smoke is both a public health hazard and a worker welfare issue. The Government also recognised this and introduced the Health Act 2006 to prohibit smoking in public buildings (including workplaces) from 1 July 2007.

1.1.3 The Health and Safety at Work etc. Act 1974 places a duty on employers to provide a working environment for its workers that is so far as is reasonably practicable:

"... safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work."

1.1.4 Schools have a major part to play towards non-smoking being seen as the norm in society, and therefore children need to receive consistent messages and required non-smoking role models within schools.

1.1.5 Therefore, in order to meet its current legal obligations and to fulfil its role as a caring employer and service provider, the School has adopted the following policy concerning smoking at work.

1.2 Purpose of this policy

1.2.1 The purpose of this policy is set out the School's position regarding smoking at work and to provide information to help protect all workers, pupils, and visitors from the effect of smoke and second-hand smoke. Also, to update each individual on the laws surrounding smoking in the workplace and give guidance and support on how to stop smoking should an employee wish to stop smoking.

1.3 Aims of this policy

1.3.1 By introducing a policy on workplace smoking, the School aims to:

- contribute to the School's Vision and to government strategies for a healthier nation;
- create a healthier workforce and reduce sickness absence;
- create a healthier and more pleasant environment for all workers, pupils and visitors by eliminating tobacco smoke from all School premises;
- comply with its legal duties to protect the health, safety and welfare of its workers from the effect of passive smoke.

1.4 Scope of this policy

1.4.1 This policy and procedure applies to all workers, including contractors, consultants and Temporary Agency Workers.

WORKPLACE SMOKING POLICY AND PROCEDURE

Section Two: Procedure

2.1 General Principles

- 2.1.1 This policy retains many of the School's previously stated aims on tobacco smoking. It also seeks to strengthen those aims relating to smoking at work and the impact on the health of all workers working within the school.
- 2.1.2 This policy seeks to provide all School workers, including contractors and Temporary Agency Workers, the right to work in an environment free from tobacco smoke and E-cigarette emissions, whilst recognising that some School employees may wish to quit and others may not. Therefore, the policy offers support for those employees who wish to quit and clear guidance for those who do not.
- 2.1.3 The School **expects and requires** all workers, including contractors, consultants and Temporary Agency Workers, to refrain from smoking whilst working on School business.
- 2.1.4 The School expects all its workers, and visitors to refrain from smoking:
- in all School premises and associated grounds, including car parks outside of any building or workplace occupied by School workers; and
 - in all School vehicles.

School workers are not to leave their place of work during paid work time for the purposes of smoking. School workers who wish to smoke are to do so off-site in their own time.

2.2 E-cigarettes

- 2.2.1 E-cigarettes produce a visible vapour that can be seen by other School workers and members of the public. The vapour emission can possibly contain nicotine and other harmful and toxic substances, which may affect other School workers' wellbeing. E-cigarettes are normally used for helping people to stop smoking. However, E-cigarettes are not allowed to be smoked in the workplace and all School workers must refrain from smoking E-cigarettes during paid work time.
- 2.2.2 The School expects all workers, and visitors to refrain from smoking E-cigarettes:
- in all School premises and associated grounds, including car parks outside of any building or workplace occupied by School workers; and
 - in all School vehicles.
- 2.2.3 Risk assessments will have to be made and special arrangements implemented, where necessary, in order to protect the worker's health in workplaces that are:
- within a pupil's home; or
 - places where the School has no control and the employee may be subject to second-hand smoke.

School workers are not to leave their place of work during paid work time for the purposes of smoking E-cigarettes. School workers who wish to smoke E-cigarettes are to do so off-site in their own time.

2.3 Benefits of a smoke-free workplace

2.3.1 For School workers:

- A smoke-free environment helps to create a safe and healthy workplace.
- A thorough and efficient plan to address the effect of smoking on the workers' health, and that of their families, to help show that the school cares about their workers welfare.
- All School workers will be protected from passive smoking in the workplace.
- School workers who smoke are expected to respect the School's Workplace Smoking Policy, and adhere to the School's rules and regulations surrounding smoking, in order to support the School's aims towards protecting the health of its workers through having a smoke-free environment.
- It allows managers to control the issue of smoking and the taking of 'smoking breaks' better by having a clear structure to follow and being able to inform School workers of the help and support they can receive to stop smoking.

2.3.2 For the employer:

- A smoke-free environment helps to create a safe and healthy workplace and improve the wellbeing of School workers, including contractors and Temporary Agency Workers.
- Direct health costs to the School may be reduced.
- Maintenance costs will decrease when smoking amenities (butts, matches, etc.) are eliminated within the facility.
- School property and equipment will last longer.
- A future possibility to negotiate lower health, life and disability cover because smoking has been reduced and the School worker is becoming healthier.
- The risk of a fire within the workplace will be significantly reduced.

2.4 Enforcement of the policy

2.4.1 The responsibility for enforcement of this policy lies with:

- Headteachers and Line Managers for breaches related to smoking during work time; and
- Governing Bodies and Headteachers for breaches related to smoking on School premises. (For example, members of the public and visitors who are using, or are around, the school at any point must be made aware of the School's smoking regulations.)

2.4.2 Breaches of this policy will be subject to the normal disciplinary procedures for school based employees.

2.4.3 Both workers and managers should challenge breaches of the policy by members of the public. Members of the public who breach the regulations set out in the Workplace Smoking Policy, and refuse to comply, should be politely asked to leave the school.

2.5 Informing School workers of this policy

2.5.1 This policy will be published on the School's Intranet for access by School workers. Printed copies will only be made available by managers for School workers that do not have access to the School's Intranet via a PC.

2.5.2 Frequently Asked Questions have been devised for school managers to forward onto their workers, highlighting the important aspects of this policy and for the School workers who do wish to smoke, the relevant areas and procedures they must follow.

2.6 Visitors and temporary School workers

2.6.1 This policy applies equally to all visitors and temporary School workers, including contractors, consultants, Temporary Agency Workers etc., whether employed/engaged by the School or visiting School premises for business or other reasons.

2.6.2 The following arrangements should be made for assisting compliance with this policy and for informing visitors and temporary School workers, including contractors, consultants and Temporary Agency Workers of the requirements of this policy:

- Suitable and sufficient signage should be provided in all School premises to indicate that all School sites are 'no smoking' environments;
- Suitable and sufficient containers for extinguishing smoking materials should be provided at the entrances of all premises;
- The receptionist, or person greeting the visitor or temporary School worker, should inform them of the requirements of this policy and that there should be no smoking within the School building at any time.

2.7 Smoking and Vehicles

2.7.1 Smoking, or the use of E-cigarettes, is not permitted in School-owned vehicles at any time.

2.7.2 The position regarding vehicles owned by School workers is:

- The School is 'smoke free' for all School workers, including contractors, consultants and Temporary Agency Workers during working hours. School workers may only smoke off-site before or after work, or during their lunch break, in line with any relevant location requirements set out in this policy.
- If School workers are travelling alone between sites during working time, representing the School, they are expected not to smoke or use E-cigarettes.
- The School regards smoking, or use of E-cigarettes, by School workers alone in their own vehicles to be beyond its jurisdiction.
- If a School employee is claiming a mileage allowance, or if they are transporting other School workers (i.e. via a car sharing arrangement), in

that circumstance, they would not be permitted to smoke albeit that they are the owners of the vehicle.

2.8 Travelling between School sites

2.8.1 School workers, including contractors, consultants and Temporary Agency Workers, who are travelling between School buildings/sites on School business and during working hours, are not permitted to smoke or use E-cigarettes.

2.9 Recruitment Procedures

2.9.1 Details of this policy should be included in the online or hard-copy recruitment packs associated with all job applications.

2.9.2 All job applicants should be made aware of the School's Workplace Smoking Policy at the interview stage.

2.9.3 On appointment, and in subsequent induction processes, all new School workers should be provided with access to a copy of this policy.

2.10 Help for employees who smoke

2.10.1 This policy recognises that second-hand smoke adversely affects the health of all School workers. The School would wish to encourage its workers to give up smoking and seeks to influence this by controlling when and where they smoke, thereby limiting the effects that smoking has on non-smoking colleagues and members of the public. It is recognised that these changes may impact on the working lives of School workers that smoke.

2.10.2 In an effort to help individual employees in adjusting to the changes, the following assistance will be provided:

- free Smoking Cessation Support in work time for a limited period following the introduction of this policy;
- Occupational Health advice; and
- counselling;

2.10.5 Time off for attendance at Smoking Cessation Groups in work time will be allowed for a limited period following the introduction of this policy. Arrangements for attendance at these sessions must be agreed with line managers.

2.10.7 Support arrangements for School employees who wish to stop smoking should not interfere with the delivery of School services.

2.11 Implementation, monitoring and review

2.11.1 The responsibility for implementing this policy rests with all employees and managers. The responsibility for monitoring the policy rests with senior managers.

2.12 Changes to this policy

2.12.1 Reasonable notice will be given regarding any changes made to this policy. Trade Unions and Health and Safety representatives will be consulted with in good time about any proposed changes.

2.13 Consultation

2.13.1 This policy has been devised in full consultation with Trade Unions representatives and those concerned with Health and Safety in Havering Council.