

## **Smoking Policy Purpose**

Tameside Metropolitan Borough Council and school, as an employer are committed to providing a safe, clean and healthy working environment for all of its employees. It is also committed to promoting the health and well-being of its employees. Our policy is not meant to “make” anyone quit. Our policy has two goals:

- Ensure that all staff, pupils and visitors benefit from a smoke free environment.
- Provide opportunities and support to staff that wish to give up smoking.

## **Scope**

- The Smoke Free policy has been developed to ensure that the council and school provides a working environment that is conducive to the health and well-being of both employees and the general public therefore the policy will apply to all employees of Tameside Council, elected members, governors, school visitors, or contractors working on, any council/school owned premises and visitors to council/school premises.
- The basis of the policy is that any individual employee has the right to an atmosphere free of tobacco smoke.

## **Key Legislation**

The current legislation governing this policy is contained in:

- Health Act 2006
- Health and Safety at Work Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health and Safety at Work Regulations 1999

## **Definitions**

For the purposes of this policy the following definitions apply:

- “Smoking” means smoking by any means, whether cigarette, cigar, pipe, E-cigarette or any other product. Reference in this policy to cigarettes shall mean any of the aforementioned products.
- “Passive smoking” means the inhalation of smoke by a person or persons other than the smoker.

## **Responsibilities**

- The School Management Team shall ensure that this policy is adhered to by all employees, contractors and visitors to the school premises.
- Employees/school shall ensure that they and any visitor to school premises comply with this policy.
- The people responsible for overseeing this policy are the Headteacher and Deputy Headteacher who will make themselves available to any employee who wishes to make representations regarding the operation of this policy.
- Responsibility for the implementation of the Smoke Free Policy lies with all Line Managers, Headteachers, including supervisors together with the most senior member of staff and to offer encouragement to employees to access the advice and support facilities available.

## **Policy**

- Smoking is prohibited on school premises
- Employees wishing to smoke will be permitted “smoking breaks” at lunchtime out of sight of the children. Those who wish to smoke must ensure that their doing so does not interfere with the performance of their duties.
- The school/council will regard any breach of this policy as a disciplinary offence.

## **Implementation**

- The policy will apply in all school buildings and their curtilage including working areas i.e. offices, store rooms, commonly shared areas, corridors, lifts, stairs, dining areas, toilets, training rooms, meeting rooms, basements/cellars, kitchens, enclosed areas of school building sites.

## **Supporting Employees**

- Smoking Cessation – with the support of the Council’s Occupational Health and Safety Unit and the primary Care Trust, smoking cessation therapy is available. Support is offered in a variety of ways from group sessions to one to one support. As part of this smoking cessation support letters are provided for each employee’s own General Practitioner, to assist in obtaining drug therapy on prescription i.e. patches, chewing, inhalators, Zyban etc. If employees do not wish to avail themselves of the council’s service the NHS Primary Care Trust, Fresh Focus Service can be arranged.

- Smoking – the council will adopt a reasonable and common sense approach to the conduct of those employees who may find adapting to a smoke free environment or attempting to stop smoking very difficult and stressful. Intensive support from the occupational Health Service may help them through the working day. However, where excessive smoking takes place, management is expected to deal with it in a normal manner.
- Employee co-operation – to enable individuals to become accustomed to the new restrictions employees unable to comply with the agreed Smoke Free Policy should in the first instance be supported with counselling and education processes.
- Every effort will be made to ensure that this policy is implemented and applied as fairly and consistently as in reasonably possible.

### **Recruitment of Staff**

All job applicants will be informed of the school's policy during the induction process.

### **Visitors and Contractors**

Visitors and contractors who use any school building are expected to observe the restrictions on smoking. Entrance signs will indicate that people are entering a 'smoke free area'. Employees who meet visitors on school premises will explain the rules politely but firmly and as far as possible ensure compliance.

### **Monitoring and Review**

The school will continue to monitor the operation of this policy, will review this policy every two years and will publish any amendments. This policy may be amended at any time at the school's sole discretion. However, employees will, where possible, be consulted prior to any amendment of this policy.

### **Complaints**

- Any person may lodge a complaint in relation to this policy, its implementation or an alleged breach.
- A complaint must be lodged with the Headteacher who will arrange for it to be addressed by the appropriate person/body.
- A record of any complaint will be retained for at least two years to assist with any review of this policy.