

St Ann's RC Primary School

Smoking and Vaping Policy

Last Review: October 2024

Next Review by: October 2027

SCHOOL MISSION STATEMENT

*We, the family of St. Ann's
Rejoice in our learning, striving for excellence
We challenge ourselves, follow Jesus
And empower each other to be the best we can be.
Love, Respect, Service*

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1. Introduction

The school recognises that it has a legal obligation under the Health and Safety at Work Act 1974 S2 to provide and maintain a working environment for all employees that is, so far as is reasonably practicable, safe and without risks to health.

Smoking is a major cause of illness and early death. Through legislation the government has taken active measures to decrease smoking behaviour by making virtually all enclosed public places and workplaces in England smoke free.

We are committed to eliminating smoking/vaping on School premises providing a healthy workplace which is free from passive smoke inhalation and supporting employees and those in our wider community stop smoking.

For the purpose of this policy:

- The use of vapes, sometimes called e-cigarettes, will be treated in the same way as traditional cigarettes.
- Smoking is defined as the inhalation of the smoke from burning tobacco or any other substance found in cigarettes, cigars, pipes, e-cigarettes, and vapes.

2. Aim

The aim of this policy is to:

- Set an example to other organisations, promote public health and create an environment that minimises the health risks to anyone on school premises.
- Ensure that everyone can work, or visit the school, in a smoke/vape free environment.
- Support employees and those in the wider community who wish to stop smoking.
- Encourage employees to become involved in health promotion initiatives.
- Set a good example to the wider community and enhance the school's image through positive action.
- Ensure compliance with the Smoke Free Regulations 2007.
- Reduce the risks associated with passive smoking.
- Reduce the negative effects of littering and the environment caused by discarded cigarette ends and vapes.
- Support the school to become a good neighbour and reduce the effects of littering on residents.

3. Scope

This policy applies to:

- everyone on school premises, including employees, volunteers, contractors*, pupils, parents and visitors.
- all school property and premises, including inside and outside of school buildings, car parking areas (including personal vehicles on school grounds), associated sites and school vehicles.

*Where the school uses contracted services, the contract or service agreement between the school and the contractor will specifically require the contractor's employees to adhere to this policy in every respect.

4. Responsibilities

The School

The school has a responsibility to ensure that staff are not exposed to health risks from passive smoking at work. The Headteacher has overall responsibility for all aspects of this policy and delegates this responsibility to senior managers as detailed below.

The school will support smoking cessation by providing educational literature and information and raising awareness through promoting national campaigns e.g. National No Smoking days.

Managers

Managers will take reasonable steps to ensure that adequate arrangements are in place to enable the policy to be fully implemented. This will include ensuring that all employees, contractors, volunteers, parents, pupils, and visitors are aware of and comply with the policy.

Managers have a duty to ensure this policy is enforced within their area of management responsibility. This includes appropriately dealing with employees who are in breach of this policy in accordance with the schools Disciplinary Policy.

Managers have a responsibility to signpost employees wanting to stop smoking to appropriate support (i.e. counselling or advice on smoking cessation support).

Employees

Have a duty to comply with the requirements of this policy by not smoking on school premises, including the grounds of school premises and comply with the smoking policies of any external organisations at which they are working, based, or visiting.

Smoking is not allowed in any vehicle owned, leased, or rented by the school or parked on school premises. In addition, staff who use their private vehicles for work use e.g., to carry equipment, are not allowed to smoke or to allow passengers to smoke in the car whilst on school business.

Employees must not smoke during work time. This means that employees who wish to smoke must do so only in their own time i.e., before they start work, after they finish work, or during a designated break.

Employees are expected to have consideration for local neighbours. This includes avoiding smoking directly outside a neighbouring house, discarding cigarettes in neighbouring gardens and littering the neighbouring community.

When smoking during the working day in public areas, employees should ensure that they always act appropriately and that they do not cause a nuisance to passers-by through excessive smoke and the crowding of pavements. Employees must sensibly dispose of cigarette ends and vapes. Failure to do so could result in a fine for littering. Where

management is aware that an employee has received a fine for littering on or around school grounds, then disciplinary action may be taken.

5. Eliminating smoking at the school

Smoking or vaping on any part of the school site, including buildings, entrances/exits, cars, car parks, walkways and residences is not permitted. Smoking on the school site will be treated as misconduct and may lead to formal action in line with the school's Disciplinary Policy.

New starters are made aware of the policy via the School's Induction programme.

Signs are clearly displayed and maintained indicating the School's No Smoking policy, Signs are arranged to cover all areas of the site, particularly entry points.

Employees are expected to reinforce the School's No Smoking Policy in circumstances in which they are comfortable to do so. This includes politely asking visitors to cease smoking on School premises. Senior staff should support in enforcing the policy.

No facilities are provided on the school site for smoking.

6. Support with stopping smoking

We will promote the importance of smoking cessation through employee health and well-being events and other health promotion activities.

We will support employees wishing to give up smoking by signposting them to the Employee Assistance Programme [delete if the school does not offer and EAP], the NHS stop smoking services and their GP or local pharmacy.

7. Review

This policy will be periodically reviewed in order that it remains appropriate to the school's operation, is best practice and meets legal requirements.