



SMOKE FREE POLICY

SCHOOL DIVISION: WHOLE
POLICY DIVISION: HEALTH & SAFETY
POLICY OWNER: Head of Preparatory
Head of Senior
DATE: September 2018

1. Introduction

- 1.1. This is a 'Whole School Policy' and informs practice in the Senior School, Boarding Houses, Preparatory School and Nursery.
- 1.2. The School, under the Health and Safety at Work Act (1974), has a duty of care to provide a healthy work environment. Schools have a major role to play in health education and prevention.
- 1.3. Young people need to receive consistent messages and require non-smoking role models within the school. It has been shown that the biggest factor affecting youth smoking is prevalence of adult smoking and young peoples' exposure to seeing smoking (ASH, 2004).
- 1.4. The School acknowledges that second-hand tobacco smoke is both a public and work place health hazard and has therefore adopted this Smoke Free Policy.

2. Aims of the Policy

- 2.1. The policy seeks to:
 - Guarantee a healthy working environment and protect the current and future health of pupils, employees, and visitors.
 - Guarantee the right of non-smokers to breathe in air free from tobacco smoke.
 - To comply with Health & Safety Legislation and Employment Law.
 - Raise awareness of the dangers associated with exposure to tobacco smoke.
 - Take account of the needs of those who smoke and to support those who wish to stop.

3. Restrictions on Smoking

- 3.1. Smoking is not permitted in any part of the school premises, including kitchens, within the entrance area to the school or on land adjacent to the school buildings (car parks, garden areas, walkways, etc.) where this forms part of the school premises.
- 3.2. The policy applies to employees, pupils, parents, visitors, members of the public, contractors and others working or using the schools premises or vehicles. This policy will be clearly advertised and visitors to the school will be informed of it.

- 3.3. This policy will apply to all activities held in the school, including before and after school sessions and any meetings organised which are attended by school employees as part of their work, and/or visitors to such meeting/events.
- 3.4. This policy will apply to residential trips away and off-site activities.
- 3.5. Employees should avoid being seen smoking in public in sight of pupils, parents and visitors in order to reinforce a comprehensive approach.

4. Vehicles

- 4.1. Smoking is not permitted in any school owned vehicles. Employees are asked to refrain from smoking in their own vehicles whilst on duty or when used on school business and when carrying passengers.

5. Disciplinary Action

- 5.1. The enforcement of the smoke free policy will be the responsibility of the Principal. The School's disciplinary procedure will apply when dealing with breaches to this policy. Anyone raising genuine concerns about breaches of the policy will be protected from victimisation.
- 5.2. Staff are authorised to ask non-employees who breach the policy to leave the premises.
- 5.3. Non-compliance by pupils will be dealt with in agreement with the schools disciplinary procedure.

6. Support for Smokers

- 6.1. All local doctors' surgeries offer a stop smoking service on a one-to-one basis, usually with a Practice Nurse with support over the first few weeks of quitting, along with a prescription for products that can help with cravings.
- 6.2. If smokers want to access this service they should contact their doctor's surgery and ask to make an appointment about stopping smoking.
- 6.3. NHS Smokefree Helpline: 0800 0224 332. This offers friendly, free help and support. It can also put the smoker in touch with the Stop Smoking Service in their area.

7. Education and Publicity

- 7.1. Suitable posters and No Smoking signs will be displayed in school areas to create a positive visual message, which supports a smoke free working environment.

Policy Owner

- 7.2. The policy owners are the Head of Preparatory and Head of Senior Schools.

8. Issue Date

- 8.1. Issue date: September 2018.

9. Review Date

9.1. This policy will be reviewed biennially. The next review is due in September 2020.

Ratified by WSLT:



**Mr E Dickie
Head of Senior School**

September 2018