



Smoking & Vaping Policy (Adults) - Whole School (including EYFS)

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Other related policies and documents:	Staff Code of Conduct. Disciplinary Dismissal Policy. Woodbridge School Fire Safety Policy. Woodbridge School Health and Safety Policy. Alcohol, Smoking, Vaping and Drugs (Students) Policy.

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1. Purpose

This policy has been developed to protect all employees, parents/carers, and visitors from exposure to second-hand smoke and to assist in compliance with the Health Act 2006. This policy is applicable to all those persons who may be on or at any of the school premises/sites.

The purpose of this Adult Smoking and Vaping Policy is to provide a healthy and safe environment throughout the schools' sites.

2. Policy Statement

All employers have a duty to ensure as far as reasonably practical, the health and safety of their employees. The duty is reflected in legislation, which places on the employer the requirement to assess risks to employee's health in the workplace and take appropriate remedial action. It has been illegal to smoke in public places, including schools, since 1 July 2007.

There should be no smoking or vaping by staff, parents/carers or visitors in any of the school buildings or any part of the Schools' sites at any time unless attending an event being held on the school grounds and then only within the specified timeframe and designated areas. See Section 4 below.

The use of e-cigarettes¹ (vaping) by staff, parents/carers and visitors in any of the school buildings or any part of the Schools' sites is also not permitted unless attending an event being held on the school grounds and then only within the specified timeframe and designated areas. See Section 4 below. **The charging of e-cigarettes is not permitted by anyone at any time as it is a fire hazard.**

¹ Some employees use e-cigarettes as part of a plan to stop smoking. However, the vapor from e-cigarettes might be annoying to some employees and could potentially provide a health risk for others through passive consumption (like passive smoking) as the long-term effects of e-cigarettes are unknown.

Any contractor employed on site should be made aware of the “no smoking or vaping” policy before work is undertaken. This should be written into service specifications for contractors.

Smoking or vaping is not permitted by any group hiring the School premises or grounds for functions or regular lettings (including the Seckford Theatre) other than when attending an event and then only within the specified timeframe and designated areas and this should be written into the hire agreement. See Section 4 below.

Clearly worded no smoking/vaping signs should be displayed at the gates, entrances and in prominent positions throughout school premises for anyone visiting the site to see.

Staff are not allowed to smoke or vape in the presence or sight of pupils or parents/carers, including on School trips or outside of School hours. Staff are also not permitted to smoke or vape where the school name, logo or building is visible in the background other than when attending an event and then only within the specified timeframe. See Section 4 below.

3. Procedure

It is the responsibility of the Head and their representative(s) to enforce the policy at all times, to advise employees and ensure that visitors to the site comply with these arrangements; however, all staff are obliged to adhere to, and support the implementation of the policy.

The Head shall inform all existing employees of the policy and their role in the implementation and monitoring of the policy. They will also ensure that new employees are given a copy of the policy on recruitment/induction.

Appropriate ‘No-Smoking/Vaping’ signs will be clearly displayed at the entrances to and within the School premises and in all vehicles.

4. Attending an event in the School Grounds

If attending a social, school or other event in the School grounds, smoking and the use of e-cigarettes/vaping (**but not the charging of e-cigarettes**) is permitted on the School grounds by adults (excluding pupils and staff on duty) between the hours of 7pm and 7am Monday to Friday and at any time on a Saturday or Sunday, but not within five metres of any School building or structure. All cigarettes must be properly extinguished and disposed of in a responsible manner.

Smoking or the use of e-cigarettes/vaping remains strictly prohibited within school buildings at all times.

5. Non-compliance

Disciplinary procedures will be followed if a member of staff does not comply with this policy in accordance with the Disciplinary Dismissal Policy.

Those who do not comply with this policy may also be liable to a fixed penalty fine and possible criminal prosecution.

6. Support for employees

We recognise that giving up smoking can be difficult and often support to succeed in breaking the habit is required. Staff can ring the NHS Smokefree National Helpline to obtain free advice and information on stopping smoking (0300 123 1044). Advice is also provided on the NHS website at <https://www.nhs.uk/better-health/quit-smoking/>

If any member of staff is finding it particularly difficult to cope with adhering to this smoking and vaping policy, it may be appropriate for the School to seek assistance from an Occupational Health Advisor or doctor.

All new and prospective employees should be advised of this Adult Smoking and Vaping Policy specified in the Smoke-free (Premises and Enforcement) Regulations before being employed and that it will be included in the standard terms and conditions of employment for all employees.

It is anticipated that all employees will comply with the Adult Smoking and Vaping Policy and the School will provide information and support for smokers to quit.

7. Compliance and Monitoring arrangements

This policy will be subject to a thorough review process including consideration at the Health and Safety Committee on an annual basis. This will ensure that practice across the whole school is in line with this policy, the Complaints procedure and with current guidance and legislation.