

**Woodbridge School
Adult Smoking Policy
(The Prep, Pre-Prep and Senior School and including EYFS)**

1. Purpose

- 1.1 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.
- 1.2 The purpose of this Adult Smoking Policy is to provide a healthy and safe environment throughout the Schools sites.
- 1.3 Other relevant policies and documents
- Staff Code of Conduct;
 - Disciplinary Dismissal Policy;
 - Woodbridge School Fire Safety Policy;
 - Woodbridge School Health and Safety Policy;
 - Alcohol, Smoking and Drugs (Students) Policy.

2. Policy Statement

- 2.1 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.
- 2.2 There should be no smoking 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.
- 2.3 The use of e-cigarettes¹ 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.**
- 2.4 Any contractor employed on site should be made aware of the "no smoking" policy before work is undertaken. This should be written into service specifications for contractors.

¹ Some employees use e-cigarettes as part of a plan to stop smoking. However, the vapour 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.

- 2.5 Smoking 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.
- 2.6 Clearly worded no smoking signs should be displayed at the gates, entrances and in prominent positions throughout school premises for anyone visiting the site to see.
- 2.7 Staff are not allowed to smoke 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 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 and designated areas. See Section 4 below.

3. Procedure

- 3.1 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.
- 3.2 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.
- 3.3 Appropriate 'No-Smoking' 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

- 4.1 If attending a social, school or other event in the School grounds, smoking and the use of e-cigarettes (**but not the charging of e-cigarettes**) is permitted on the School grounds by adults (excluding pupils and staff on duty) between 7pm and 7am but not within five metres of any School building or structure. All cigarettes must be properly extinguished and disposed of in a responsible manner. Sand buckets will be provided for this purpose.
- 4.2 Smoking or the use of e-cigarettes remains strictly prohibited within school buildings at all times.

5. Non-compliance

- 5.1 Disciplinary procedures will be followed if a member of staff does not comply with this policy in accordance with the Disciplinary Dismissal Policy.
- 5.2 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

- 6.1 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/smokefree>
- 6.2 If any member of staff is finding it particularly difficult to cope with adhering to this smoking policy, it may be appropriate for the School to seek assistance from an Occupational Health Advisor or doctor.
- 6.3 All new and prospective employees should be advised of this Adult Smoking 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.
- 6.4 It is anticipated that all employees will comply with the Adult Smoking Policy and the School will provides information and support for smokers to quit.

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Date:	Trinity Term 2021 Approved by H & S Committee 17.06.21
Review Frequency:	Yearly / as required
Review Date:	Trinity Term 2022
References	ISBA