



THE DEANES SCHOOL

POLICY: SMOKEFREE

Effective From: JUNE 2013

Reviewed: JUNE 2016

Authorised by:

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Headteacher

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Chair of the Premises Committee:

Date: 13.6.16

SMOKEFREE POLICY FOR SCHOOLS

INTRODUCTION

The Deanes School has operated a “No Smoking at Work” policy since 2003 in the buildings under its control. The policy has been regularly reviewed since to allow for the introduction of subsequent workplace legislation and guidance. This new revision takes account of the Health Act 2006 and the subordinate regulations concerned with smoke free workplaces and public spaces.

AIMS

- To protect the health of staff, students, service users, contractors and visitors.
- To inform staff and managers of their responsibilities in respect of the policy.
- To support staff who wish to stop smoking.
- To promote the culture of a smoke free organisation.

POLICY PRINCIPLES

- This policy will apply to all staff, students, service users, visitors, contractors and any other persons who enter the School premises.
- Smoking is not permitted on School premises or any part of any building controlled by the School. This includes any previously designated internal smoking rooms or areas. For the sake of clarity, this restriction applies to lifts, stair wells, corridors, atria, meeting rooms, rest rooms, staff rooms, entrances and exits to the building and any other internal area.
- Areas within 10 metres of entrances and areas identified by premises managers adjacent to windows or ventilation inlets where smoke could enter the building will be smoke free (except where that is outside the property boundary and therefore not under the control of the School). We would strongly discourage smoking in employees cars, whilst on the school site.
- Smoking is not permitted in vehicles owned or leased by the School. Employees who smoke and use their own cars when travelling on School business:
 - must not smoke when carrying passengers (colleagues or service users);
 - are strongly encouraged not to smoke when driving alone – this may impair proper control of the vehicle.
- School employees who wish to smoke must do so in non-work time (i.e. before or after work or during their lunch break).
- The School encourages employees who want to stop or control their smoking to seek help from the local NHS stop smoking service (www.gosmokefree.co.uk or the NHS smoking helpline (0800 022 4332)). Reasonable paid time off to attend group and/or individual sessions for smokers who wish to stop will be provided at

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the discretion of their manager in accordance with the normal "time off" for medical appointments where this cannot be held outside working hours.

- Employees who breach the policy will be disciplined in accordance with the School's Disciplinary Policy.