

Smoking & E-Cigarette (Vaping) Policy – all School staff

January 2020



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1) Introduction

The school is a health promoting organisation and has a responsibility to ensure that policies and practices make choosing the healthier choice the easiest option. This includes moving towards a culture of non-smoking and to make being smoke free the new norm.

The policy takes a harm reduction approach to tobacco which includes use of electronic cigarettes. The nicotine in tobacco creates an addiction; however it is the tar and other chemicals that cause disease and early death.

The school respects the rights of staff who wish to smoke or use e-cigarettes and has therefore provided guidance about how staff are able to do this.

2) Policy

The school aims to provide a healthy and safe environment for pupils, staff and visitors to the school and this includes protection from second-hand smoke. In addition to this, the school has a responsibility to ensure that staff are modelling the positive behaviours that others, staff and pupils included, can aspire to by adhering to the policy.

This policy aims to:

- Promote the general health of staff by providing information on the harm caused by tobacco
- Take account of the needs of those staff who choose to smoke and to support those who wish to stop
- Promote and make staff aware of available support to stop smoking
- Ensure that staff who wish to smoke or use e-cigarettes are clear about the school's policy and approach towards this
- Promote the use of e-cigarettes as an effective quit aid to help staff stop smoking

3) Scope of this Policy

This policy covers all burnt and smoked products including tobacco and non-tobacco cigarettes and products. It also covers the use of electronic cigarettes.

This policy applies to all employees of the school, service users, visitors, volunteers, contractors, agency staff and other persons who enter the grounds and premises.



Employees and other individuals representing the school must also be aware of their responsibilities when working away from school buildings and grounds. Smoking is not permitted when working on official school business.

4) Smoking Restrictions

The Health Act 2006 and the Smoke-free (Premises and Enforcement) Regulations 2006 require that all enclosed workplaces (including work vehicles) and enclosed public spaces in England must be smoke-free. From 1 July 2007 it became a criminal offence to smoke in a smoke-free place and for those in control of premises to allow smoking.

Smoking is not permitted in any part of the school workplace, school grounds, school vehicles or any other establishments in the control of the school.

Where school premises are used for purposes other than school related activities the school smoking policy will still remain in operation.

The school does not provide any amenities which will aid or help employees to smoke. In order to ensure equity amongst smokers and non-smokers, any smoking breaks must be agreed with the head teacher and taken in one's own time and recorded as such. Staff who wish to smoke may do so if it is in their own time during their official breaks, such as lunch breaks.

Smoking is not permitted within 10 metres of school building entrances, grounds, exits and windows. This is in order to reduce health risks to pupils, staff and visitors entering or leaving school buildings and grounds.

All staff who smoke are reminded they are responsible for the safe disposal of smoke – related litter and to be respectful of other none school premises and members of the public when choosing to smoke.

If visiting the home of a family/parent/pupil who smokes, staff should ask they refrain from smoking during the visit/meeting.

5) Implementing the Policy - Employer's Responsibilities

The governing body have overall responsibility for implementing and evaluating the policy. The head teacher or school managers have responsibility for ensuring that the policy is adhered to within the school and must strive for effective and consistent application. All employees have a responsibility to ensure this guidance is implemented.

Employees should be made fully aware of the smoking policy in their induction.



6) Implementing the Policy - Employee's Responsibility

It is the responsibility of each individual employee to familiarise themselves with and uphold and comply with the smoking policy and the law. Persistently acting in contravention of the policy is a matter which will be dealt with through the disciplinary procedure.

Anyone observed smoking in an inappropriate area should be politely asked to extinguish all smoking materials. They should be advised of the acceptable places to smoke. If the request is ignored, refer to the appropriate line manager.

7) Electronic cigarettes

E-cigarette use is not without risk; however, they are 95% less harmful than conventional cigarettes. Used as an alternative to smoking, e-cigarettes offer a means of harm reduction, by allowing delivery of nicotine without the harmful additional chemicals produced by tobacco smoking that are responsible for damage to health, e.g. tar and carbon monoxide. When used in combination with behavioural and pharmaceutical interventions, e-cigarettes have some of the highest success rates in stopping smoking.

The chemicals in tobacco smoke harmful to health are either absent in e-cigarette vapour, or at levels below 5% compared to smoking doses and have not been associated with any serious risk. However, vapour from e-cigarettes can be an irritant to conditions such as asthma; users should be aware of this effect on bystanders.

Staff are not permitted to use e-cigarettes within any part of the school workplace, school grounds, school vehicles or any other establishments in the control of the school.

Staff who wish to use e-cigarettes may only do so if it is in their own time during their official breaks such as lunch breaks, official unpaid tea breaks or when either on the way to or from work.

8) Communicating the Policy

"No Smoking" signs are clearly and prominently displayed in appropriate areas, including entrances and exits.

Job applicants will be informed of the School's policy on smoking. All new staff members, and volunteers will be signposted to the policy on their recruitment and have the policy explained to them at induction.

Individual members of staff are responsible for informing their visitors of the policy.

Tenders and contracts will stipulate adherence to this Policy as a contractual condition.



9) Support to Stop Smoking

The school recognises that smoking is an addiction and is committed to supporting staff in smoking cessation and from abstaining from smoking during working hours.

Support can be found here:

- Millions of people have used [NHS Smokefree online support](#) to help them stop smoking. Choose from an app, email, SMS and face-to-face guidance.
- Your own GP practice - please note that not all GP's offer this service
- Your local pharmacy – please note that not all pharmacies offer this service

Stop Smoking provisions delivered throughout Kirklees offer a combination of behavioural support and access to a range of Nicotine Replacement Therapy (NRT). A list of available Kirklees Smoking Cessation provision can be accessed through Kirklees council website under [Alcohol, Drugs and Smoking](#).

