



ASHWICKE HALL SCHOOL
Bath, UK

SMOKING POLICY

Ashwicke Hall School is fully committed to ensuring the health, safety and welfare of our students, employees and visitors. This policy seeks to ensure that all students and employees have the right to live and work in an environment free of tobacco smoke.

Exposure to secondhand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure. Smoking is the leading cause of preventable disease, and accounted for 81,400 deaths in England in 2009.¹

The Smokefree legislation (Health Act 2006), effective from 1 July 2007, prohibits smoking in all enclosed or substantially enclosed work and public places, as well as work vehicles. The owners or managers of work premises are required, by law, to ensure that no one smokes where it is against the law to do so.

Signed:

Amanda Woods

Amanda Woods

Date reviewed: November 2018

Principal

Next scheduled review: November 2019

Scope

The smoking policy applies to all persons present in any of the School's grounds or premises. This includes students, staff, visitors, contractors and anyone else using the premises or facilities of Ashwicke Hall School. This policy also applies to anyone travelling or using in Ashwicke Hall School owned or operated vehicles, this includes coaches or taxis used for School business.

Ashwicke Hall School requires all independent contractors to comply with the guiding principles of this policy. The term 'Smoking' includes the use of tobacco, cigarettes (including menthol), electronic cigarettes, vapes or any other smoking paraphernalia. The use of illegal drugs, including Cannabis, is strictly banned on site and is referred to in the following Ashwicke Hall School Policies- Health & Safety policy; Screening, Searching & Confiscation Policy; First Aid Policy & Procedures; Behaviour Management Policy; Self Harming Policy; Staff Code of Conduct; Staff Handbook; Contractors Guidance.

Aims

- To enable all pupils and staff to make healthy, informed choices by increasing knowledge and challenging attitudes towards smoking.

¹ Healthy Lives Healthy People: A Tobacco Control Plan for England. Department of Health March 2011

- To seek to minimise the risks and possible legal consequences for pupils and staff from smoking in prohibited places.
- To enable young people and staff to identify sources of appropriate personal support to help with the cessation of smoking.
- To prevent the health risks of second hand smoke to both students and employees, when entering or leaving the School buildings, when working or taking a break in the School grounds or when using a School vehicle.

Policy Principles

All internal or external areas of Ashwicke Hall School premises and vehicles, unless otherwise stated within this policy, are smokefree areas. This includes rest rooms, entrances/exits, car parks, walk ways and gardens. No one is permitted to smoke anywhere other than the Designated Smoking Area. This includes the use of electronic cigarettes or vapes.

Student Smoking

Students are not permitted to smoke on the School site anywhere, or at any time in accordance with the following policies:

- Student Code of Conduct;
- Disciplinary Policy;
- Safeguarding Policy;

Any student found with Smoking paraphernalia or caught in the act of smoking will be dealt with by the Student Management Coordinator in line with the School Sanction Policy.

Visitors

Visitors are not permitted to smoke on the School premises. Any visitors wishing to smoke must leave the School grounds in order to do so.

Employees & Contractors

The Designated Smoking Area for employees and contractors is the Maintenance Courtyard. Staff or Contractors must smoke out of sight and away from students and visitors in this area only. Smokers are responsible for the disposal of cigarette litter, including cigarette butts, cigarette packets, matches and boxes.

Unscheduled breaks from work to smoke are not permitted. Staff are only permitted to smoke inside the Designated Smoking Area on scheduled breaks and not in uniform.

No manager, at any level, can give permission for staff to leave the workplace during working hours for the purpose of smoking.

Enforcement of the Policy

All staff have a personal responsibility in ensuring their personal compliance and that all those who enter the premises are made aware of the policy to ensure a Smokefree environment for all. The Proprietor and the School Director are also accountable in law to ensure that no smoking takes place in School premises or vehicles.

Whilst the aim of the policy is to promote a co-operative and constructive way of addressing the health, safety and wellbeing of everyone, all staff need to be aware that a willful or irresponsible

disregard of the policy may lead to the initiation of the School's disciplinary policies and its procedures.

If members of staff believe the policy is not being adhered to and that the relevant line managers fail to address this effectively, they can report this in confidence to the School Director in accordance with the Whistleblowing Policy, or the Health and Safety Officer.

Contractors, Visitors, or others who do not comply with this policy may be asked by management to leave the School premises.

Help with Smoking Cessation

It is acknowledged that smoking can be an addiction and individuals may not wish to, or be unable to quit. This policy endorses the principle that whether people wish to smoke or not is a matter of personal choice; but where they smoke is not.

Support to help quit smoking can be found through the NHS who offer a range of free services. Visit gosmokefree.co.uk or call the NHS Smoking Helpline on 0800 1690169 for details. Alternatively, you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service.

Communication

This policy will be provided in writing to every employee of Ashwicke Hall School as well as included in staff induction packs and contractor's guidance materials.

The Smoking Policy forms part of the School's Health and Safety Policy and arrangements.

Signage

No Smoking Signs will be displayed at all main entrances to the School buildings (as required by the Health Act 2006) and in School vehicles. Suitable posters may also be displayed in school areas to create a positive visual message which supports a non-smoking working environment

Review

This policy will be reviewed annually by the Health and Safety Officer or when a significant incident or change in legislation occurs which has direct relevance to the policy.

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AGREEMENT & UNDERSTANDING

Name of Employee:

I confirm that I have received, read, and understood the Ashwicke Hall School Smoking Policy and will ensure personal compliance with this Policy and its principles.

Please return to HR once you have signed:

Signed:

Date: