



# Smoking Policy

## Policy Statement

Timeout is committed to the active promotion and ultimate achievement of the goal of a smoke-free environment for all its employees and children consistent with the objective of health protection and promotion within an educational setting. The policy has been developed in consultation with the recognised Teachers' Unions.

## Smoking Policy Objectives

- To protect non –smokers/children from the adverse health effects of environmental tobacco smoke in the workplace.
- To demonstrate the school's commitment to promoting the health of pupils and staff and safeguard our children.
- To provide information and advice and support for those who wish to stop smoking.

## Summary of Employer Statutory Obligations

Employers are required by the Health & Safety at Work 1978 to ensure, so far as is reasonably practicable, the health, safety, and welfare at work of their employees and others who use their premises.

Article 4(2) (e) of the Order requires that, so far as is reasonably practicable, the working environment is safe, without risks to health and adequate as regards facilities and arrangements for employees. In addition, under Article 8, employees must take reasonable care of their own health, safety, and welfare, as well as that of others and must co-operate with their employers' efforts to discharge any statutory health and safety duties placed upon them. Such statutory duties are reinforced by a common law duty of care.

The Health and Safety Inspectorate recommends that all employers should have a specific written policy on smoking in the workplace which gives priority to the needs of non-smokers who do not wish to breathe tobacco smoke.



## **Designated Smoking Areas**

A designated smoking area is a location within the school's existing accommodation which, where possible, may be identified for the use of smokers. Entry to such a facility will be prohibited to pupils.

Schools which currently have this facility may continue to utilise it after the implementation of the school smoking policy.

Where a designated smoking area is not currently available at the school it shall be at the discretion of the Proprietor as to whether school resources may be deployed for the creation of such a facility. It is not a statutory duty that such a facility be provided. Timeout does not have this facility in its schools.

## **Suggested Methodology for the Introduction of a School Smoking Policy**

The initiation and implementation of a successful smoking policy requires co-operation and whole-hearted support of both management and staff.

Following consultation with staff and their recognised Trade Union Representatives about "smoking in their school" the Board of Governors may consider the formal adoption of the following outline policy relating to smoking.

## **School Smoking Policy**

All Timeout Schools are all non-smoking environments.

All staff - teaching, peripatetic, support and non-teaching as well as visitors and pupils may not smoke while on school premises. The prohibition of smoking will apply during related school activities undertaken outside school premises, e.g. Educational Visits. The introduction of the Policy will provide a lead-in period to enable staff to adjust to the new arrangements.

After Policy implementation, failure to comply with its provisions will be dealt with through the Disciplinary Procedures.



## **Policy Implementation**

Members of staff will be given a copy of the Policy which will become part of their contract of employment.

Parents/ carers/social workers will be informed of the introduction of the Policy.

Members of staff shall inform school visitors of the Policy.

Signs and notices shall be posted in prominent positions throughout the school premises.

## **Pupils**

The present rules forbidding smoking while on school premises or while engaged in school-related activities outside the school will remain unchanged.

## **School Premises Utilised Outside Normal School Hours**

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

## **Monitoring and Review**

The school smoking policy will be monitored at least once per year by the Senior Management Team of the school in consultation with staff and a report made to the SLT of Timeout. The Policy will be reviewed and, if appropriate, revised.

Additional information is available from the Employing Authority's Health and Safety Officer.