

Smoke-Free Policy

To be Agreed at

Finance & Premises Governing Body Meeting

March 2017

Frequency of Review: **Every 3 years**

Policy based on LA Smoking At Work – latest version @ March 2017

2017 - JA

Statement

Penk Valley Federation of Schools have adopted the Staffordshire County Council Smoking at Work policy on 1 July 2007. This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006.

Aim

To protect all employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with legislation. Smoking is not allowed in any enclosed or substantially enclosed workplace or public place. Indoor smoking rooms in public places and workplaces will no longer be allowed.

Penk Valley Federation Governing Body is committed to ensuring that all of our buildings grounds and vehicles are smoke-free as all employees and students have the right to work in smoke-free environment. Smoking is prohibited throughout the entire workplace with no exceptions. This policy applies to all employees, students, consultants, contractors, customers, governors, lettings arrangements and visitors.

Policy Implementation

Overall responsibility for policy implementation and review rests with the Federation Business Manager. All staff are obliged to adhere to, and facilitate, the implementation of the policy.

The Federation Business Manager will:

- have all the required no-smoking signs in place; and
- make sure that employees, service users, customers and visitors are aware that the premises and school buses are legally required to be smoke-free

Signage

All schools will display a no-smoking sign in a prominent position at each entrance that:-

- is A5 size (210mm x 148mm)
- displays the international no smoking symbol in colour (minimum of 70mm in diameter); and says in characters that can be easily read:
“No smoking. It is against the law to smoke in these premises”

In addition no-smoking signs will be displayed in locations where a risk assessment has identified it as a health and safety risk; this may include outdoor or open areas.

Vehicles

All school vehicles will display a no-smoking sign in each enclosed compartment of the vehicle in which people are carried. This sign will be the international no-smoking symbol in colour at least 70mm in diameter.

The Federation Business Manager will ensure:-

- that school owned vehicles have all the required no-smoking signs in place; and
- make sure that employees, service users, customers and visitors are aware that the premises and work vehicles are legally required to be smoke free

The following have a legal duty to stop any individual smoking in a smoke free vehicle:-

- the driver
- a member of the Federation Leadership Team
- any member of staff accompanying the students on the vehicle

Non-compliance

If someone smokes on site, the responsible person should:-

- draw the person's attention to the no-smoking signs and ask them to stop smoking or go outside;
- point out that they are committing a criminal offence by smoking in smoke-free premises or vehicles and could be subject to criminal proceedings;
- remind the person that under the law you have responsibilities to prevent smoking and that you both could receive a fine; and/or
- advise an employee/pupil who breaks the law that relevant disciplinary action may be taken.

Facilities for Smokers

Penk Valley Federation Governing Body have decided not to provide facilities for smokers, as there is no legal requirement to provide outdoor smoking shelters for staff or members of the public. No litter from staff smoking off site should be visible, as this could have a detrimental effect on the School's image.

Electronic Cigarettes

The use of electronic cigarettes or other such devices are not permitted on site.

Help to Stop Smoking

The Penk Valley Federation Governing Body is committed to supporting individuals who wish to give up smoking.

Support is available from:

NHS Stop Smoking service:- 0300 123 1044

Review of Policy

This policy will be reviewed every 3 years, or before if necessary by the Federation Governing Body.