

Model Smoke Free policy for Schools

- 1.1** The Governing Body of this school have a responsibility to their staff, pupils, parents and carers and to all people visiting their premises, to provide a safe and healthy environment. Section 2(2)(e) of the Health and Safety at Work Act 1974 places a duty on employers to provide a working environment for employees that is ‘...safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work’. On 1st July 2007, through the Health Act 2006, legal restrictions on smoking in workplaces and public places will be introduced that effectively bans smoking in all enclosed workplaces and public places, with some limited exceptions.
- 1.2** Second hand tobacco smoke is the main source of indoor air pollution in the UK. In the UK three million people are exposed to tobacco smoke in the course of their work and for the majority of the population public places are the main source of exposure to second-hand smoke. At least one thousand people are estimated to die each year in the UK as the result of exposure to other people’s tobacco smoke. In adults, second-hand smoke increases the risk of lung cancer by 20-30 per cent and the risk of coronary heart disease by 25-35 per cent. Pregnant women, people with existing cardiovascular disease, and those with asthma and other respiratory disorders are particularly vulnerable. The World Health Organisation has stated that second hand tobacco smoke is carcinogenic and no safe limit of exposure can be set.
- 1.3** The Governing Body has a responsibility promote good health for all staff, both smokers and non-smokers. It considers that all pupils parents and carers, visitors and staff have a right to be in a totally smoke free environment when on any premises used by our staff, including the grounds of these premises. The purpose of this policy is to enable and promote health and safety for all. The policy has been developed alongside the policy of the Children’s Services Department and the PCT and therefore will apply to any other workplaces that staff may be required to visit as part of their duties.
- 1.4** Southwark Children’s Services smoke free policy is part of a broader programme of multi-agency partnership working on Tobacco Control and smoking prevention lead by Southwark Tobacco Alliance.

2. The policy aims

2.1 The Governing Body is committed to ensuring a safe and healthy working environment for its employees and service users. It recognises its responsibilities for the health, safety and welfare of its employees. It also acknowledges the well-recognised dangers of passive smoking and takes into account the potential effects of this on pupils, visitors and staff.

2.2 This policy aims to:

- Comply with Government recommendations and legislation on Smoke Free workplaces and public places.
- Demonstrate that as a health-promoting organisation, the school does not support smoking, because it is the most significant cause of avoidable illness and death in Southwark.
- Promote local awareness in the community of the effects of smoking on health.
- Ensure a safe and healthy working environment for all service users, visitors and staff.
- Eliminate exposure of non-smokers to passive smoking on premises used by Children's Services staff, including the grounds that these premises are sited on.
- Assist smokers who wish to stop smoking.

3. Scope

3.1 This policy applies to all people present on the school premises including the grounds of those sites, including all staff, bank and agency staff, contractors and visitors

3.2 This policy applies to all people travelling in school operated vehicles and vehicles used for work purposes

3.3 This policy applies to all staff during their working hours representing the school on or off school premises, or working in any place, including a pupil's home.

3.4 This policy applies to staff, bank and agency staff, contractors, pupils and visitors at all official School events and gatherings on the school site(s) or on external sites.

4. Roles & Responsibilities

4.1 The Headteacher is responsible for ensuring that this policy is fully supported by all staff and that there are sufficient resources available to enable implementation.

4.2 Staff

All staff have a duty to familiarise themselves with the scope of this policy and comply fully with this policy.

Any member of staff approaching a smoker to inform them of the no smoking policy should treat the smoker with courtesy and respect. It is the responsibility of every employee to politely approach smokers. All staff are therefore strongly encouraged to inform visitors and other staff, if they are seen smoking on school premises that the school has a smoke free policy and that smoking is not permitted anywhere, at any time.

Should any staff member have a complaint made against them simply for politely pointing out the smoke free policy to anyone who is smoking, they will have the full support of the Headteacher for taking such action, which will be in compliance with this policy.

For the purposes of protecting staff from second hand smoke generated by others outside of the school premises, for example in the event of a home visit to a pupil, staff are advised to ask pupils, parents or carers to refrain from smoking during the visit. If the pupil, parent or carer still refuses to refrain from smoking, the employee should take a harm minimisation approach, e.g. request that a window be opened. Staff members who feel particularly at risk from passive smoke should seek advice/support from their line manager.

All staff should remain aware of their own personal health and safety at all times. Staff approaching a smoker and respectfully asking them to stop smoking should remain aware that this is a possible point of confrontation, in the vast majority of cases the smoker will comply once they are made aware of the policy, however if the smoker is unfamiliar to the member of staff – they should approach initially with caution and remain polite throughout. If any member of staff receives a hostile response as a result of approaching a smoker that member of staff should withdraw from the conversation, avoid confrontation, and immediately report the incident to a more experienced or more senior member of staff for them to deal with the matter.

Staff who are preparing to go beyond the perimeter of the grounds in order to take a break to smoke should inform their colleagues where they are going, how long they expect to be, and should do so only during formal breaks, during non- contact time or before or after the working day.

Staff are reminded that littering the public highway will constitute an offence and may be subject to a fine. All staff are required to be responsible with their litter including smoking litter, and dispose of it safely.

4.3 Leadership Team

All members of the Leadership Team and those with management responsibilities are responsible for ensuring that all staff who report to them, comply fully with this policy. All managers are responsible for fully supporting staff who bring this policy to the attention of any person in breach of it, by reinforcing the smoke free message and by intervening in situations that become difficult for the staff member to handle.

All managers are responsible for fully supporting all members of staff who wish to quit smoking themselves and will, wherever possible, allow time off during working hours for them to receive support from the Stop Smoking counsellor. Employees should agree the date and time with their manager, giving notice to ensure minimal disruption to the school. Where possible employees should aim to book appointments at the end of the working day or at other times that will cause minimum disruption to the pupils. The normal programme of weekly support lasts for a 6 - 7 week period.

If the manager requires an employee attending a programme of support to quit smoking to provide the employer with a record card from the smoking cessation service or the GP, confirming their attendance at the support programme, they should request this when agreeing the dates with the employee.

4.4 Stop Smoking Team Coordinator

The Stop Smoking Team Coordinator is responsible for ensuring that there are stop smoking services available for staff and visitors who wish to use them. See section 7 for details of Southwark's Stop Smoking service.

5. Policy Scope

5.1 Employees vehicles

Employees may smoke in their own vehicles during working hours when travelling between the school and any other sites they may be required to visit as part of their duties. Staff must refrain from smoking in their own vehicle during their working hours if they have a passenger.

Vending of "smoking materials"

No "smoking materials" will be sold on school premises or the grounds that those premises are sited, nor may staff supply tobacco products for pupils or obtain these for them.

5.2 Smoking Breaks

There will be no additional breaks for smoking over and above any normal work break entitlements. Staff who wish to smoke during their working time other than at these times (and otherwise in accordance with this policy) will have to negotiate shorter times for normal work break entitlements with their line managers to make up for this, i.e. they will still be expected to work for the full time that they are paid for. Such breaks may only be taken with the agreement of managers and where it will cause no disruption to service.

5.3 Terms and Conditions

Terms and conditions of employment will contain the following clause:

'This school has a smoke free policy. To protect the health of service pupils, staff and visitors, smoking is not permitted on any school premises (including the grounds that those premises are sited on) or in any school-operated vehicle. Applicants should be aware that it is not possible to smoke during paid working hours, staff may smoke during unpaid breaks away from school occupied sites. Support and advice is available to all staff who want to stop smoking.'

This policy, and local implementation details, should be routinely covered in a new employee's induction programme and the staff handbook.

5.4 Signage & Communications

'No smoking' signs will be displayed at site entrances of the school and the policy will be advertised by posters on the school premises.

Information about the School's smoke free policy will be provided in the staff handbooks, in all recruitment literature and job offers, and in departmental safety policies.

5.8 Contractors

Invitations to tender and contracts with external organisations (for example, to provide building works) will include a statement that the school operates a smoke free policy. No contractor or their subcontractors will be permitted to smoke whilst on any of its sites including grounds.

Service level agreements with external bodies (for example, to provide HR services) should state that individuals supplying a service to the school are required to comply with the smoke free policy whilst on site, including grounds, and in any School vehicles, or any vehicle used by more than one individual for the purpose of work.

6. Non-compliance of staff or visitors with this policy

- 6.1** Breach of this policy by staff will normally be dealt with through guidance and counselling but wilful breach may lead to disciplinary action. Subsequent breaches will be dealt with following the relevant employer's formal disciplinary processes. Please refer to the 'Disciplinary Policy and Procedure'.
- 6.2** Staff do not need to tolerate abuse as a result of asking someone to adhere to smoke free Policy. It is suggested that policy breaches should be addressed in the following way:

Staff and Visitors

- Step 1: Draw attention to the 'no smoking' signs
- Step 2: Refusing to refrain from smoking would constitute unacceptable behaviour. Offenders can be asked to leave the premises.

Staff Only

- Step 3: Staff smokers can be reported to their line managers and repetitive non-compliance could lead to possible disciplinary proceedings

Visitors only

- Step 4. Local policy for dealing with difficult situations should apply as required.

All smokers should be offered support to quit from the Southwark Stop Smoking Service.

7. Support for people who wish to stop smoking

- 7.1** The Southwark Stop Smoking Service offers evidence-based and effective support to smokers, service users and staff, who wish to quit. To help smokers who may wish to quit smoking, support will be provided. Stop Smoking services are available for all council employees.
- 7.2** Pupils, staff and visitors are encouraged to call the Southwark Stop Smoking Service on 0800 169 6002 to discuss how the service might be able to help them to stop smoking.
- 7.3** Staff may use the services of the Southwark Stop Smoking Service during normal working hours with their line manager's agreement wherever possible. All line managers are responsible for fully supporting all members of staff who wish to quit smoking themselves by providing some time during normal working hours for them to receive relevant treatment and/or counselling providing adequate cover can be arranged.
- 7.4** Southwark PCT currently commissions the South London & Maudsley NHS Trust (SLaM) to provide a Specialist Stop Smoking Service. Staff who wish to stop smoking can attend a seven-week course providing information, advice and support, evening sessions are available. The clinic offers free nicotine replacement therapy, if it is clinically appropriate, for people who are entitled to free prescriptions whilst they are attending the clinic. Referral forms and information leaflets about this service can be obtained through the Stop Smoking Service.
- 7.5** The Southwark Stop Smoking Service also offers one-to-one counselling for people who wish to stop smoking. Support is also available through most General Practices and some Community Pharmacies in the borough.
- 7.6** Stop Smoking support is available to support pregnant women, new mothers and their partners at home and at antenatal clinics. Support is offered in the home and at antenatal clinics.
Further details can be obtained from the Southwark Stop Smoking Service on 0800169 6002.