

# NORMANBY PRIMARY SCHOOL SMOKE FREE WORKPLACE POLICY

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## CONTENTS

1	Introduction	3
2	Scope	3
3	Policy Aims	3
4	Definition	3
5	IAT Controlled Buildings and Premises	4
6	Vehicles on the School Site	4
7	Visitors, Customers and Service Users	4
8	Responsibilities	4
9	Ensuring Compliance with the Policy 4 -	5
10	Support for Smokers	5
11	Raising Health Awareness	5
12	Monitoring	5

## **1. INTRODUCTION**

IAT acknowledges that the Health and Safety at Work Act etc. 1974 requires employers to have a duty of care to provide a safe environment for employees and members of the public.

The Health Act 2006 and the Smoke-Free (Premises Enforcement)

Regulations 2006 required enclosed workplaces to be smoke free from 1 July 2007.

IAT is committed to providing a totally smoke free environment and, therefore, smoking is forbidden in all IAT enclosed workplaces and their entrances and exits to ensure legal compliance and to actively promote improvements to the health of employees, service users and members of the public.

## **2. SCOPE**

This policy applies to users of all IAT premises and enclosed workplaces and to all employees of partners and other organisations, visitors, contractors and members of the public.

Throughout this policy, any reference to enclosed workplaces relates to IAT workplaces and enclosed public spaces.

## **3. POLICY AIMS**

This policy aims to create a smoke free environment for employees, elected members, visitors, customers and service users and to ensure that employees and elected members have the right to work in a smoke free environment.

It will also support employees who wish to stop smoking, raise the awareness of the dangers associated with exposure to tobacco smoke.

The policy will ensure that the IAT complies with the relevant legislation, namely, Health and Safety at Work Act etc 1974, the Health Act 2006 and the Smoke-free (Premises Enforcement) Regulations 2006.

## **4. DEFINITIONS**

Enclosed workplace

A place is regarded as enclosed if it is fully enclosed (completely enclosed on all sides by solid floor to ceiling walls, windows, or solid floor to ceiling partitions with an exception for doors and passageways), or is substantially enclosed, that is at least partially covered by a roof and has walls such that the total area of the roof and wall surface exceeds 70% of the total notional roof and wall area.

Smoke

This means smoke from tobacco or any substance or mixture which includes it; and a person is taken to be smoking if the person is holding or otherwise in possession or control of lit tobacco or any lit substance or mixture which includes tobacco.

**5. IAT CONTROLLED BUILDINGS AND PREMISES**

All IAT controlled buildings and premises have been declared 'Smoke Free' and, therefore, smoking is not permitted at any time in any part of the buildings/premises including at the entrances/exits and in car parks, by any person regardless of their status or business with IAT.

**6. VEHICLES ON THE SCHOOL SITE**

Employees may not smoke in their own vehicles whilst within the School site.

**7. VISITORS, CUSTOMERS AND SERVICE USERS**

All visitors (including all contractors and deliverers), customers and service users are required to abide by the no-smoking policy and notices to this effect will be displayed.

Employees are expected to make customers, visitors or service users etc. aware of the no- smoking policy if necessary. They are not expected, however, to enter into any confrontation which may put their personal safety at risk.

**8. RESPONSIBILITIES**

This policy is intended to benefit all employees, customers and visitors and therefore all employees and elected members are responsible for its continued implementation.

**Head Teachers Responsibilities**

- Ensuring all employees who report to them are aware of and abide by the policy
- Ensure that employees are not leaving their workstation to smoke during working hours
- Visitors, customers and service users do not smoke within enclosed workplaces within their control and inform their employees to be vigilant and report any incidents to them in the first instance

**Employee Responsibilities**

- Abiding by the policy
- Not to leave their workstation to smoke during working hours.
- Ensuring visitors, customers and service users are made aware of the policy and address any breaches to the policy

## **9. ENSURING COMPLIANCE WITH THE POLICY**

### **Compliance of Employees**

Where an employee is found smoking in a smoke free area, particularly entrances and exits to buildings Head Teachers should reiterate the policy and ask them to extinguish their cigarette and offer them access to Smoking Support and Advice.

Should an employee persistently contravene the policy then the disciplinary procedure will be invoked.

### **Compliance of Visitors, customers and service users**

Visitors, customers and service users who are seen smoking in a smoke free area should be made aware of the policy and asked to;

- Extinguish their cigarette
- If they continue to smoke after this request has been made they should be asked to leave the premises
- Under no circumstances, should any employee be encouraged to do this if they think the situation may become potentially dangerous for them
- In these instances, employees should advise their line Manager/Head Teacher and ask them for assistance
- Where possible, line Managers/Head Teachers should write to visitors, customers and service users to outline the policy and explain that persistent flouting of the ban could result in access to the IAT buildings and premises being denied
- Where appropriate employees shall have access to the Staff support Network

## **10. SUPPORT FOR SMOKERS**

Employees and elected members may contact [www.packinthefags.com](http://www.packinthefags.com)

## **11. RAISING HEALTH AWARENESS**

IAT will actively promote the improvement of the health of its employees by providing information on the health risks and other problems related to smoking of tobacco products

## **12. MONITORING**

IAT will monitor this policy in accordance with the specific Employment Equalities Legislation.