

GILDERSOME PRIMARY SCHOOL

No Smoking Policy



Agreed by the Governing Body: Autumn 2017
Review Date: Autumn 2020

The Law

The Government introduced legislation which came into force from 1 July 2007 making it against the law to smoke in virtually all public enclosed places, workplaces and public vehicles in England.

Aims

In line with the advice provided by Leeds City Council, the school has developed its policy in order to ensure compliance with current health and safety legislation and employment law, to provide a healthy working environment and to protect the current and future health of employees, staff, pupils and visitors to the school.

Prohibitions

The whole site is designated a “no-smoking” area applicable to **all** site occupants. Smoking is prohibited -

- in any building on the site
- in the vicinity of entrances/exits to the buildings
- in vehicles in the car park/on the site

Monitoring and enforcement

Responsibility rests with the Head Teacher and Governors to draw to the attention of all site occupants the school’s “No Smoking” Policy which forms part of the overall Health and Safety Policy. The policy will be reviewed regularly. The Head Teacher and Governors are also responsible for making sure that smoking is prevented. The following sections outline the guidance given to specific site occupants.

Guidance to staff

All staff are encouraged to assist the school in the implementation of this policy by politely reminding colleagues if they are seen to be ignoring the policy. Individual staff are responsible for not smoking in smoke-free premises and any contravening this policy will be dealt with in accordance with the school’s Disciplinary Procedures.

In order to support staff the following key contacts are provided -

- NHS Smokefree National Helpline: 0300 123 1044
- NHS “Giving up smoking” website <http://www.givingupsmoking.co.uk>
- Help can also be found via Local Health Centre’s Smoking Cessation Clinics.
- National Institute for Health and Clinical Excellence (NICE) www.nice.org.uk will advise on setting up a support group to help staff stop smoking.

Guidance to visitors, contractors, and persons letting premises

It is the responsibility of such visitors to the site for not smoking in smoke-free premises and they could be prosecuted for doing so. It is expected that smoking will not take place anywhere within the school grounds as demarcated by school fences. Employees who smoke outside the school grounds during the school day must ensure that cigarettes etc are disposed of in a manner which is sensitive to the environment. Specific reference to smoking rules on the school site are clearly identified in specific advisory leaflets – see Appendices C, D and F of the Fire Safety Management Plan. All attendees of school performances/events are reminded of the policy and their attention drawn to the notices provided. Any site visitors found to be contravening this policy will be politely asked to leave the site. Contractors who do not comply, after management have been contacted to deal with this matter, will not be invited to work in the school again.