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**Linthwaite Ardron C.E. (A) Junior and Infant School****SMOKING POLICY**

The school recognises that smoking and passive smoking are a risk to personal health and the health of those around us. This document outlines the policy for a totally smoke-free working environment. All employees of the school as well as parents and visitors will be required to adhere to the policy and members of the general public will be asked to comply with it.

**SMOKING RESTRICTIONS**

**Smoking is prohibited in the school and its grounds at all times.**

**MANAGEMENT**

The Board of Governors of the school has a duty to ensure that the health and safety of all its employees is maintained and that their well-being is sustained at the optimum level. It will be the responsibility of the Governing Body and the Headteacher to ensure the policy is implemented and that all employees are aware of it and work within it.

**EMPLOYER'S RESPONSIBILITIES**

The employer will ensure that in all areas of recruitment, all potential employees will be made fully aware of the smoking policy prior to taking up employment with the school.

**EMPLOYEE'S RESPONSIBILITIES**

It will be the responsibility of each individual employee to uphold and comply with the Smoking Policy.

**ADVICE AND HELP**

The Governing Body has a duty to promote good health guides and practices for all employees. Consequently for those employees who smoke, and who may be considering quitting, or who have quit, practical advice and help will be freely available through Kirklees Employee Healthcare Service (Telephone 01484 226424). Similarly, employees who feel at risk from tobacco smoke exposure can phone the same number for information on how to obtain a free medical assessment.