



Telford & Wrekin
COUNCIL



SMOKING POLICY

This policy has been adopted by the school originally in September 2015 and reviewed April 2021. It is based on the Local Authority Internal Health and Safety Smoking Policy.

Next Review Date: April 2024

Background

One of the key priorities of Telford & Wrekin Council and Haughton School includes improvement of the health and wellbeing of our communities.

The Health Act 2006 bans smoking in enclosed public places, including the workplace.

Policy

Aims This policy aims:

- To protect the health of everyone who attends the school.
- To give everyone the right to work in air that is free of tobacco/vape smoke.
- To arrange school business so that not smoking is both the healthiest and the easiest option.
- To ensure that employees set a good example to children and visitors to the school.

Application

This policy applies to all employees. The policy will also apply to contractors, visiting professionals, visitors and members of the public whilst on school site.

Smoke free buildings

Smoking is not allowed anywhere on the school site (within the perimeter of the school fence).

Smoke free working hours

Employees are not allowed to smoke during working hours. 'Working hours' are defined as the individual's own working hours, this does not include official breaks. Unofficial smoking breaks are not allowed.

Smoking in the open air – some restrictions

Smoking in the vicinity of the school site is discouraged.

Protecting children

Employees should present a healthy role model and must not smoke within the view of children when smoking during their official break off the school site. Employees must not

put anyone at risk as a result of bringing their smoking products and any associated goods to work.

Smoke free home visits

Employees must not smoke when visiting people in their home on school business. Employees on such home visits should request that no one smokes in the house whilst they are there. If the request is refused and causes concern, then the decision remains with the Headteacher as to whether home visits can be provided in future. Advice on negotiating smoke-free home visits is given in appendix 1.

Smoke free vehicles

Smoking is not allowed in the minibus or any vehicle used to transport the children.

Smoke free vehicles extends to staff carrying children (anyone under 18 years of age) in a private vehicle. It is illegal to smoke in a private vehicle with someone under the age of 18 present.

Protection from smoke in other workplaces

The needs of employees to be protected from cigarette smoke whilst working in premises not controlled by the Telford & Wrekin Council are recognised. The person in control of any workplace must comply with the Health Act 2006 and prevent smoking in the building. If school employees find that smoking is being permitted in the building then they should report this to the Council's Environmental Health section 01952 381818.

Employee support

Whilst being keen to promote a healthy working environment, Telford & Wrekin Council and the Headteacher and Governors of Haughton School recognise that smoking can be highly addictive, therefore, where possible, the school should support and assist employees in giving up. It is recognised that stopping smoking is difficult, often takes several attempts and that some people do not wish to give up smoking (which is a matter of personal choice).

Employees who smoke, and wish to stop, can obtain support from Occupational Health (01952 383630) and also the Healthy Lifestyles team (01952 382582)

Telford & Wrekin Stop Smoking Service operates through many GP surgeries in the Telford & Wrekin area in several community and pharmacy venues across the borough. The success rate amongst people using the Stop Smoking Support Services is twice that of other methods. The programme lasts for three months starting with a 20-minute assessment followed up by weekly 10-minute appointments to check progress and help with any withdrawal symptoms. After the first month, appointments may be weekly or fortnightly.

Employees and members who do not yet wish to give up smoking and would find compliance with this policy difficult, may find that the use of nicotine replacement therapy, particularly gum, useful in controlling cravings between official breaks and a help to cut down on smoking. Employees who will need to cut down on smoking to be able to comply with the policy are advised to contact their GP to obtain a prescription for suitable nicotine replacement therapy. This route is cheaper and safer than purchasing nicotine replacement products direct from supermarkets or pharmacies without medical advice.

The effectiveness of electronic cigarettes as a means to support smokers wishing to give up smoking is, as yet unproven. We, like the HSE, will keep this evidence under ongoing review. The use and recharging of e-cigarettes therefore, is **not allowed** within the school or any Telford & Wrekin workplace.

Employees are discouraged from gathering to smoke in public areas as this creates a negative impression of the school to many people. In particular smoking waste, including cigarette ends, must be disposed of correctly and not dropped as litter. A fixed penalty fine can be imposed on anyone who fails to observe this.

Non-compliance with this policy

In the event of non-compliance with any condition of this policy, appropriate disciplinary action may be taken where informal measures have failed.

Contravening the Health Act 2006 (smoking in an enclosed public place or vehicle) renders the smoker liable to a fine of up to £200 and the person in control of the premises/vehicle to a fine of up to £2500. Failure to display minimum no smoking signs carries a penalty of up to £1000. This legislation is enforced by the Council's Environmental Health section.

If any visitors to our premises break the conditions of this policy they will be asked to stop smoking or to leave the premises.

This policy

- Will be available on the T drive and SharePoint site.
- Will be communicated to all employees and visitors.
- Will be made available to all new employees during induction
- Will be reviewed regularly at intervals of not more than three years and whenever the need arises.

Appendix 1

Smokefree home visits

A1.1 The Health Act 2006 prevents smoking in enclosed public places and workplaces but this law does not protect anyone working in a client's home. Employers and employees have to rely on the understanding and goodwill of the client.

A1.2 When arranging the appointment employees should establish whether smokers are likely to be present. If so they should verbally request that no one smokes during the visit and that the area being used has been free of smoke for at least one hour before the scheduled appointment time.

A1.3 Ensure that the request for a smoke free working environment is included in all written correspondence with the service user. Where appropriate an information leaflet could be included. A suggested wording is shown below:

Important information for people receiving home visits.

Please consider the need of our employees and provide them with a smoke free environment.

Second hand smoke harms people's health. It can cause heart disease, stroke and lung cancer. Being exposed to second hand smoke even for a short time can cause eye irritation, headache, cough, sore throat, dizziness and nausea.

How you can help.

- Don't smoke in the house for at least an hour before your appointment time.
- Open windows and doors to ventilate the area.
- Try to keep one room smoke free at all times.

During the visit

- Do not smoke and do not let anyone else in the house smoke in the area being used by the school's employee.
- Wherever possible while our employee is in the house ask smokers to go outside to smoke.

Our undertaking to you.

All routine visits will be pre - booked and you will be given a time for the visit. If the employee is delayed you will be contacted as soon as possible.

Our policy

We ask our employees to assess whether any environment they enter is safe for them to work in. If a smoke-free environment cannot be provided we will need to look at ways of reducing the risk as far as is reasonably practicable. In some cases this may include staff leaving a situation that they deem to be unsafe and alternative ways of providing a service to you arranged.