

Roman Way Primary School

No Smoking Policy



Issue Date	January 2024
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Reviewed and approved by Governors	
Name	Tanya Hampton
Signed	
Date	18 th January 2024

Review Date	January 2027
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The Governors of the Roman Way Primary School recognise that tobacco smoke is harmful to health whether inhaled directly or passively. For that reason, smoking or the use of e-cigarettes or vapes will not be permitted in any of the school buildings or vehicles.

To meet the terms of this policy, managers with responsibility for buildings shall:

- Ensure that smoking is not permitted anywhere within the school buildings or on any school grounds, including the use of e-cigarettes and vapes.
- Ensure that staff and visitors are aware of the restrictions on smoking.
- Display suitable signs at the entrances to buildings to show that the building is a no smoking building.

To meet the terms of this policy, managers shall:

- Ensure that staff are aware of the requirement not to smoke inside the school or on school grounds or any vehicle owned by the school, with the exception of a private vehicle where the driver is on their own. Whilst a private vehicle is being used in the course of work to carry passengers, the restriction on smoking would extend to that vehicle.
- Provide suitable signs for display in vehicles owned by the school to show that the vehicle is a no smoking vehicle.
- Ensure staff make up any time taken for smoke breaks that is excessive.
- Ensure staff are aware of this policy and that smoking is and is not permitted.
- Identify work activities where the exposure of staff to passive smoking is operationally unavoidable.
- Undertake risk assessments for employees and others exposed to passive smoking as part of their work and identify control measures to eliminate or reduce the risks. (An individual employee's health will need to be taken into consideration when making the risk assessment – advice can be obtained from Occupational Health).
- Seek the cooperation from service users who smoke, asking them to stop smoking when school employees are delivering services to them.

To meet the terms of this policy the Occupational Health Service shall:

- Provide advice and support for staff who wish to give up smoking, normally directing staff to suitable NHS support programmes.
- Provide suitable awareness raising programmes to inform staff of the risks of smoking.
- Provide advice to managers on the potential impact of passive smoking on an individual.

Definitions

Passive smoking - the involuntary inhalation of tobacco smoke, including smoke exhaled by someone who is or has been smoking.

Suitable signs – signs must be displayed at the entrances to all buildings to show that the building is a no smoke building. The sign at the main entrance should display a no-smoking sign in a prominent position that:

- a) is the equivalent of A5 in area
- b) displays the international no-smoking symbol in colour, a minimum of 70mm diameter, and
- c) carries the words in characters that can be easily read – ***“No smoking. It is against the law to smoke in these premises”.***

Other entrances to buildings need only display the international no-smoking sign in colour, a minimum of 70mm diameter in size.

Vehicles owned or operated by the Council need to show the international no-smoking sign in colour, a minimum of 70mm diameter. (Suitable signs are available from County Supplies).

County Council owned vehicles – this includes all badged and non-badged vehicles operated by the Council; it includes Pool Cars but excludes lease cars.

Training

Hampshire Learning Centre runs health and safety training courses for managers with responsibility for premises and facilities.

References

Passive smoking at work. INDG 63. A copy is available from the **HSE**

Advice on smoking risks and giving up smoking is available from **ASH**

There is advice on the new regulations and on giving up smoking at **Smokefreeengland**

Retention

Risk assessments shall be retained for a minimum of six years before disposal. Any risk assessment or other record relating to a specific individual in relation to passive smoking exposure at work, shall be retained for a minimum of forty years before disposal.