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# SMOKING POLICY

<b>Smoking Policy</b>	
<b>Version History</b>	
V24.1	Amended policy from discussions with H&S team.

# Smoking Policy

Smoking is not permitted on school premises or any part of any building controlled by the Council; this also applies to e-cigarettes. This policy will apply to all staff, members, service users, visitors, contractors and other persons who enter the school premises.

This includes any previously designated internal smoking rooms or areas. For example, this restriction applies to

- Lifts
- Stair wells
- Corridors
- Atria
- Meeting rooms
- Rest rooms
- Staff rooms
- Entrances and exits to the building and
- Any other internal area.

## Definitions

**Smoking.** This refers to smoking tobacco or anything which contains tobacco or smoking any other substance. It includes being in possession of lit tobacco or of anything lit which contains tobacco or being in possession of any other lit substance in a form in which it could be smoked. This includes the use of electronic vapes.

## Detailed guidance

HSE is not responsible for enforcing smoke-free legislation. However, HSE inspectors will bring matters of concern to the attention of the employer, particularly if it involves a number of smokers or if there is a failure to display warning notices.

It is the responsibility of headteacher and site/ premises managers to determine an appropriate smoking area outside of the boundary of their premises. Whilst this area should be off site, special exemption has been granted by ECC H&S team to allow a designated smoke and vape area, just within the school perimeter fence for the following reasons.

- To avoid complaints from residents, parents and members of the community as all boundary areas are on a main road.
- To avoid pupils with complex learning needs, including pica and/or breathing conditions being subjected to walking passed a smoking area outside the school perimeter.
- Smoking bins have been provided and designated staff members will take responsibility for this.
- The designated area, will be just inside the **perimeter fence by the exit gate.**

Smoking is not permitted in vehicles owned or leased by the school or being used on school business; this includes pool cars. School employees who smoke and use car provision scheme cars or their own cars when travelling on school business:

- Must not smoke when carrying passengers (colleagues or service users).

Employees who wish to smoke must do so in non-work time. That is before or after work or during their lunch break.

The Council encourages employees who want to stop or control their smoking to seek help from the Essex Wellbeing Service stop smoking offer

<https://www.essexwellbeingservice.co.uk/lifestyle/stop-smoking>

or contact the EWS direct helpline (0300 303 9988). Reasonable paid time off to attend group and/ or individual sessions for smokers who wish to stop will be provided at the discretion of their manager in accordance with the normal 'time off' for medical appointments where this cannot be held outside working hours.

Employees who breach the policy will be disciplined according to the school's disciplinary procedures.

### **Responsibilities**

#### **All managers**

- Must ensure the implementation of the policy in their area of control

#### **Headteacher:**

They are responsible for ensuring that:

- This policy is implemented in the school.
- Signs are posted at entrances, in line with the legislation, and other appropriate smoke free places.
- A designated smoking area is identified, that is clear of the site buildings and building entrances and windows (except those outside the property boundary), so that the site buildings are smoke free.

#### **All employees, visitors, contractors and volunteers**

- Must comply with the requirements of this policy