

Yeadon Westfield Infant School
No Smoking Policy
2020
Review 2023

This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff, governors and volunteers to share this commitment. This policy should be read in conjunction with all other school policies.

Aims of the Policy

Yeadon Westfield Infant School has a responsibility for the health of staff and visitors in its buildings. Our school acknowledges that breathing other people's smoke is a health hazard and a welfare issue, which is proven to cause ill health. This policy recognises that second-hand smoke adversely affects the health of employees. It is not concerned with whether anyone smokes, but with where they smoke and the effect this has on visitors and colleagues.

This policy is also in line with national legislation, which bans smoking in all enclosed public places.

Yeadon Westfield Infant School actively encourages its employees to refrain from smoking at any time as this will help the health of the employee. But it falls outside the scope of this policy to impose this.

The policy seeks to:

- Guarantee a healthy working environment and protect the current and future health of employees and visitors
- Guarantee the right of everyone to breathe air free from tobacco smoke
- Comply with Health & Safety Legislation and Employment Law
- Raise awareness of the dangers associated with exposure to tobacco smoke
- Take account of the needs of those who choose to smoke and to support those who wish to stop

The Health Act makes a commitment to secure smoke free workplaces in England from summer 2007.

Section 2(2) of the Health and Safety at Work Act 1974 places a duty on employers to:

'...provide and maintain a safe working environment which is, so far as is reasonably practical, safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work.'

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Second-hand smoke - breathing other people's tobacco smoke - and side stream smoke has now been shown to cause lung cancer and heart disease in non-smokers, as well as many other illnesses and minor conditions.

The aim of this policy is to:

- Protect the health of staff
- Protect the health of visitors and contractors
- Inform staff and managers of their responsibilities in respect of the policy.
- Support smokers to help them cope with increased restrictions or to stop smoking.

This policy will apply to all staff, visitors, contractors and other persons who enter the premises of Yeadon Westfield Infant School

Restrictions on Smoking

Smoking is not permitted in any part of the buildings, grounds/ or entrances managed, leased or owned by the school at any time, by any person regardless of their status or business with the organisation.

All visitors, contractors and deliverers are required to abide by the smoke free policy. Staff members are expected to inform visitors of the policy. However, they are not expected to enter into any confrontation that may put their personal safety at risk.

Staff are only permitted to smoke while off duty (in official break times only). Staff are expected to be out of uniform if applicable while smoking. Staff are not permitted to smoke at any time in public when representing our school and when attending meetings on behalf of Yeadon Westfield Infant wherever these are held.

Smoking is not permitted in school vehicles. Smoking is not permitted in leased or staff private vehicles while used on school business.

Contractors working on behalf of Yeadon Westfield Infant School should adhere to this policy. The following wording should be added to contractor agreements:

Yeadon Westfield Infant School has a duty to protect the health of its employees and residents.

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"As part of this, contractors undertaking work on behalf of Yeadon Westfield Infant School will abide by the smoke free policy which requires staff to refrain from smoking while on duty.

"This includes smoking in vehicles or on breaks if in uniform."

When staff need to visit pupils or parents in their own home, it is essential that a request be made to provide a smoke free environment while the visit is taking place. This request should be made in the text of the appointment letter wherever possible, or as part of the arrangements made. A verbal request can also be made at the time of the visit and the client should be respectfully asked not to smoke while the employee is working within that environment.

Support for smokers

Yeadon Westfield Infant School recognises its duty towards employees who smoke.

Introduction and implementation of the Policy

To ensure that everyone entering the school sites understands that smoking is not allowed on school premises and that clear signs will be displayed.

Tenders and contracts with Yeadon Westfield Infant School will stipulate adherence to this policy as a contractual condition. Existing contracts will be modified as soon as possible.

Information sessions will be offered to staff on advising visitors etc. of the policy, as requested.

Job advertisements will include reference to the smoke free policy and indicate that adherence to it will form part of the contract of employment.

Any member of staff refusing to observe the policy by smoking will be liable to disciplinary action in accordance with the school's Disciplinary Policy.

In the event of a breach of the policy by a visitor or staff member of other organisations, they should be asked to extinguish all smoking materials and be informed of the availability of any external smoking areas. If they continue to smoke the matter should be referred to the Head Teacher. In the event that staff of other organisations continue to breach the policy, procedures will be followed as of complaints policy.

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E-Cigarettes

E-cigarettes are a new product and there is no evidence with regard to their long-term health effects. It has therefore been decided that the use of e-cigarettes is not allowed on school premises.