



**KING JAMES I ACADEMY**

**SMOKE FREE POLICY  
(INCLUDING E-CIGARETTES)**

Date adopted by Governors: November 2018

Date of Next Review: November 2022

## 1. Introduction

The Government has emphasised the dangers of second hand smoke to health and has legislated to reduce the risk through the Health Act 2006. In addition, all employers have a duty under the Health & Safety Act 1974 to:

**“Ensure so far as reasonably practicable, the health and safety & welfare at work of all their employees”.**

The purpose of this guidance is to describe how the School will fulfil our obligations to provide, as far as possible, a smoke-free working environment for our employees, visitors and children in our care.

Therefore, all school buildings, grounds and car parks will be smoke-free, apart from any external designated smoking area. Where practical, an accessible designated smoking area may be allocated, but this must not be located near any entrance area to a school building or where its location will put at risk others from any second-hand smoke. (There is no designated smoking area at King James I Academy).

This guidance covers all employees of the school, service users, visitors, volunteers, contractors, agency staff and other persons who enter the grounds and premises.

Employees and other individuals representing the school must also be aware of their responsibilities when working away from the school buildings and grounds. Smoking is not permitted when working on official School business.

The Governors have overall responsibility for implementing and evaluating the guidance. The Headteacher is responsible for ensuring that the guidance is adhered to within the school and must strive for effective implementation and consistent application. All employees have a responsibility to ensure this guidance is implemented and any individual will be supported if they challenge anyone breaching the guidance.

## 2. General Principles

The guidance has evolved since 1998 to meet the developing legal and social demands to reduce the effect of second hand smoke. This guidance applies from 1 January 2018.

The guidance is not so much concerned with whether an employee smokes, but with where and when they smoke, together with the effect on colleagues and the wider community.

The main aim is to secure a smoke-free workplace, thus minimising the effect of tobacco smoke within the school. Employees will not be permitted to smoke during work time.

The objectives of the policy are to:

- Protect the health of employees

- Protect health of children, visitors and contractors when visiting the school buildings or using our facilities
- Provide information to employees of their responsibilities in respect of the policy
- Support employees who smoke to help them comply with the guidance, including supporting anyone who wishes to give up smoking

Headteachers should be aware that this guidance is based on the Health Act 2006 which introduced a statutory ban on smoking in enclosed public and work places with effect from July 2007.

The following may assist with the operation of the guidance:-

- Ensure that everyone receives a copy of the guidance, including all new entrants to the school
- Ensure that any employee who wishes to cut back or give up smoking are made aware of any services available to help in this process, including guidance from the Occupational Health Service
- Advise that breaches by employees may be dealt with through the disciplinary procedure
- Ensure clear signage is posted at all locations advising employees and visitors.

## **Operational Guidance**

### **Buildings & Grounds**

Smoking will not be permitted in school buildings, grounds and car parks apart from any external designated smoking area. (There is no designated smoking area at King James I Academy).

### **Employees**

Employees will be permitted to smoke when they are off-duty, including official breaks such as meal breaks. Smoking breaks are not permitted during paid working time. Smoking in any designated area will only be possible during official breaks, for example a lunch break.

Employees who do smoke in their own time are encouraged to minimise their identity as an employee, for example, badges, uniform and logos should be covered up.

### **3. Health Guidance**

Any member of staff wanting support on stopping smoking can be sought from the NHS Smoking Helpline on 0800 169 0 169 or at [www.givingupsmoking.co.uk](http://www.givingupsmoking.co.uk).

### **4. Equality & Diversity**

This guidance considers the requirements of the Equality Act 2010 including the elimination of unlawful discrimination and promoting diversity.

## **5. Sources of Assistance**

NHS Stop Smoking Services offer a range of services for people who want to give up smoking. For details of your local Stop Smoking Services contact: NHS National Smoking Helpline – 0800 022 4 332. or long onto [www.gosmokefree.co.uk](http://www.gosmokefree.co.uk)

You may also be able to access NHS Stop Smoking Services through your GP practice or pharmacist.

For assistance from the NHS Asian Tobacco Help Lines call:

0800 169 0 881 – Urdu  
0800 169 0 882 – Punjabi  
0800 169 0 883 – Hindi  
0800 169 0 884 – Gujarati  
0800 169 0 885 – Bengali

For help on giving up smoking if you are pregnant call 0800 022 4 332