

Ratified: Spring 2015 Review Every 2 Years
Next Review: Spring 2017

Smoke Free Policy

Introduction

- Passive smoking or breathing other people's tobacco smoke can cause lung cancer and heart disease in both smokers and non-smokers
- Illness and other conditions resulting from smoking give rise to increased sickness absence

Legal Context

- Employer's duty to take reasonable care to protect the health of their employees.
- FGB recognise the hazard/health and welfare issue associated with tobacco smoke
- Smoking is prohibited in all enclosed and substantially enclosed work premises

Principles and Aims

- Comply with legal duties
- Offer support for those who wish to quit and guidance for those who do not.
- Guarantees a smoke free work envir.
- Contribute to LBWF and Gov. vision
- Create a healthier envir./workforce
- Reduce sickness absence

Enforcement

- EHT, HoS, Line Managers and Site Officers
- Subject to normal disciplinary procedures
- Non-employees who breach or refuse to comply should be asked to leave
- Non-compliance with smoking law may lead to a fine and possible prosecution.

Other

- Conditions will be attached to the hire of school halls and other facilities to ensure that these remain smoke-free

Rights and Responsibilities of Staff

- This includes staff, visitors, volunteer workers, temporary employees' incl. agency staff and consultants, etc...
- Risk assessments and special arrangements are necessary, in order to protect employee's health when the school has no control over second hand smoke (e.g. home visits).
- Staff and visitors must refrain from smoking on school premises incl. car park
- Refrain from smoking within 40 metres of the school gates during the working day.
- Employees who wish to smoke may not absent themselves from their place of work during work time
- Line managers should not condone staff taking time away from work to smoke.

Help for those who smoke

- WF council encourages quitting smoking
- Support Available:
 - Free Smoking Cessation Support;
 - Occupational Health advice
 - Counselling.
 - Time off for attendance¹ at Smoking Cessation Groups for 6 months².
 - Telephone counselling for staff is available 24/7 via the Council's counselling service
 - Support in managing stress³.
 - Support/encouragement should be offered by colleagues
 - Support should not interfere with delivery of teaching, learning and services

Work Time

- Staff will refrain from smoking during work time.
- Work time: any time an employee is being paid as part of their working week, (e.g. any time recorded on a time sheet; any time engaged in school activities including external events)

¹ Total time off for a course is 2 hours, i.e. 20 minutes per week for 6 weeks, plus up to 20 minutes travelling time. If the school is situated further away than this from an Advisor the Stop Smoking Service will endeavour to provide on-site support.

² After six months staff will need to make their own arrangements to access this service.

³ It should be noted that the effects of nicotine are to exacerbate the symptoms of stress and not alleviate them.