

# Smoke/Vape Free Policy



## Adswood Primary School

<b>Ratified by Governing Body on:</b>	May 2024
<i>M. Smart</i> Head Teacher	<i>J Dancy</i> Chair of Governors
<b>Governing Body Review Date:</b>	May 2026

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## 1. Policy statement

Adswood Primary as part of Stockport Council is committed to promoting health and preventing disease for all its staff and visitors. This policy recognises that there is overwhelming evidence that smoking/vaping and the inhalation of passive smoke is detrimental to health and that as an exemplar employer, it has a responsibility to provide a healthy working environment.

The Council, as part of its contribution to furthering public health in Stockport, has pledged to provide progressive and health promoting working conditions for its staff within available resources and to encourage other employers to do the same.

In addition, the *Smoke-Free (General Provisions) Regulations 2007*, made under the Health Act 2006, came into effect at 0600 on the 1st July 2007.

NB. Where there is a legislative requirement, this will be identified by italics.

## 2. Aims

This policy contributes to ensuring and improving the health and safety of its staff and visitors by making all Council owned or leased offices/occupied buildings which are either wholly or substantially enclosed\*, smoke/vape free.

*\*substantially enclosed means if there is a ceiling or roof where the permanent openings in the wall or perimeter are less than half the total area of the walls - known as the "50% rule" - no account is taken of any door or window openings.*

This will be supplemented by supporting staff who want to give up smoking/vaping by offering smoke cessation information and support.

## 3. Application

This policy applies to all School staff, visitors and contractors working on the school site.

Where the term "smoking" is used it relates to the use of tobacco products and electronic cigarettes.

## 4. Staff who smoke/vape

Whilst at work, staff who smoke/vape must do so in their own time, off the school site and ensure that any smoking related litter is properly disposed of.

Staff must record time spent away from their normal work on "smoking breaks", and this time must be deducted from their weekly hours. In those workplaces where formal time recording does not occur local arrangements must be introduced to ensure that individuals account for this time.

## **5. Vehicles**

All vehicles used for school purposes will be smoke free at all times.

Staff are not permitted to smoke in personal vehicles when undertaking School activities and carrying any passengers.

## **6. Shared occupancy**

Where School owned buildings are shared or used by Non-School Staff, this policy will apply to all occupants.

## **7. Entrances to buildings/car parks**

Staff and visitors must not smoke near to entrances or exits of School buildings

Staff and visitors must not smoke near to or underneath windows of School buildings where smoke may drift into the building.

Staff and visitors must not smoke in car parks.

## **8. Sales of tobacco**

Sale of tobacco products on School premises is not permitted.

## **9. Electronic cigarettes**

Staff, visitors and contractors, volunteers and members of the public should treat the use of e-cigarettes in the same way as their usual tobacco products in relation to the Smoke Free Policy.

Electronic cigarettes will not be permitted anywhere in enclosed public spaces including, entrances and exits to buildings, playgrounds and in other areas where residue may enter enclosed spaces.

The Smoke Free Policy for School Staff refers to the smoking of tobacco products and the use of electronic cigarettes and similar devices. Electronic cigarettes do not contain tobacco and therefore are exempted from the smoking ban via smoking law. However the residue is covered via the Control of Substances Hazardous to Health Regulations [COSHH].

Whilst evidence suggests that electronic cigarettes are considerably less damaging to health than smoking tobacco, they are currently unregulated and therefore the Council has taken the view that it will treat them under the same policy.

School staff should not smoke e-cigarettes indoors or whilst on duty as this may give a misleading impression and it does not support the council's aim of 'de-normalising' smoking.

## **10. Non-compliance with the policy**

If staff and visitors do not comply with this policy they will be:

- Informed of the policy.
- Offered information about smoking cessation support.(if appropriate)
- Asked to discuss the issue with their line manager.(If appropriate)

If Staff and visitors continue to ignore this policy, then disciplinary procedures will be followed.

## **11. Monitor and review**

This policy will be monitored and reviewed at least every 12 months and when any changes to legislation occur.

## **12. Signage**

The appropriate “no use of electronic cigarettes” signage will be posted adjacent to no smoking signs.

## **13. Sources of further information**

For further advice regarding the application of the Smoke Free policy and guidance, please contact the corporate Health and Safety team via 0161 474 3056 or [healthandsafety@stockport.gov.uk](mailto:healthandsafety@stockport.gov.uk)

### **Guidelines for schools: Smoking and the use of electronic cigarettes**

Additional guidance regarding the use of electronic cigarettes is covered in the above policy.

#### **Introduction**

This appendix relates to the use of smoking materials/e-cigarettes in Local Authority maintained school property and grounds.

- Neither smoking nor the use of e-cigarettes by school staff, pupils, contractors or visitors is allowed on council maintained school property inclusive of both indoor and outdoor areas at any time.
- Neither smoking nor the use of e-cigarettes by school staff, pupils, contractors or visitors is allowed whilst such people are on formal school trips/events etc. and whilst they are representing the school inclusive of both indoor and outdoor areas at any time.

The aim of this policy is to provide some practical guidelines, which will enable head teachers, managers and employees to manage this smoke free situation and reduce the risk to health noting that Council employees who smoke/use e-cigarettes must be treated in the same way as non-smokers.