



Smoking Guidelines – Staff and Visitors

These guidelines also apply to the use of electronic cigarettes. The use of electronic cigarettes is prohibited wherever smoking is prohibited.

Managers must take steps to ensure that this policy is complied with in areas under their control.

Smoking is forbidden anywhere on the Hartshill School Site, during school visits and on the school minibus.

Smoking shelters will not be provided. Colleagues and visitors wishing to smoke during the school day must move an appropriate distance away from the school site and not be in a position where the school site is visible (i.e. near to the front /rear entrances), as this has a reputational impact on the school. Cigarette waste should be disposed of properly and considerately in a safe manner.

It is recognised that it would not be appropriate to totally exclude cigarette breaks or to put a restrictive number in place. However, feedback has indicated concern from a number of areas regarding the amount of cigarette breaks taken during working hours. Smokers should be mindful of the impact of their breaks on both their work and colleagues. As such smokers should limit their cigarette breaks by smoking outside of normal working hours or within designated break times. Staff must sign out and back in for any break, irrelevant of length of time off site. It will be the responsibility of the line manager to monitor this at a local level and to bring any concerns to the attention of the individual. Colleagues who choose to smoke are asked to remove their school lanyards or any other items that identify you as a member of school staff.

Any individual found to be in breach of these guidelines may be subject to disciplinary action in line with the relevant disciplinary procedure.

Occupational Health are able to offer advice and support for staff who wish to stop smoking.

Relevant Regulations:

Health Act 2006

The Smoke-free (Exemptions and Vehicles) Regulations 2007

Individuals in breach of these legislative requirements may be liable to prosecution.

Notes

- It is an offence under the Health Act 2006 to smoke in a smoke free place; and to fail to prevent smoking in a smoke free place.
- A substantially enclosed workplace is one which has a ceiling or roof and where openings (other than doors and windows) constitute less than half of the wall area.
- The Regulations do not apply to vehicles that are used primarily for private purposes.
- Regulation 6 provides a personal exemption for persons who are taking part in a performance where the artistic integrity of the performance makes it appropriate for them to smoke. The prohibition of electronic cigarettes wherever smoking is prohibited is on the basis that these products do not provide recognised health benefits while introducing several negative consequences including undermining the enforcement of the Smoking Policy.