

# No Smoking Policy

The purpose of this policy is to explain how the school will fulfil its legal obligation to provide a smoke-free working environment for our employees, visitors and children in our care. The policy does not aim to dictate whether an employee has the right to smoke but is focused on where and when they smoke or vape, together with its effect on colleagues and the wider community.

This policy applies to all employees of the school, service users, visitors, volunteers, contractors, agency staff and any other people who enter the grounds and premises.

## 1 Buildings and grounds

Smoking and/or vaping is not permitted in school buildings, grounds, car parks and vehicles that are used for work purposes.

Where practical, an accessible designated smoking area may be allocated following a suitable risk assessment and it must not:

- Be located near any entrance of the school building;
- Put others at risk from any second-hand smoke or vapour;
- Have a negative impact on the school's public image.

Appropriate facilities for discarded cigarette ends and disposable e-cigarette cartridges should be provided in designated smoking areas and arrangements made for these to be routinely emptied.

## 2 Employees

Employees will not be permitted to smoke/vape during working time. Smoking or vaping will only be permitted in designated area or outside of the school ground during official breaks e.g. lunch time.

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.

Employees who smoke or vape during their own time are encouraged to minimise their association with the school e.g. badges, uniform or logos should be covered.

Any employee who is concerned about exposure to second hand smoke or vapour should speak to the headteacher or Occupational Health for advice and support.

### 3 Health guidance

Support is available to those who would like to stop smoking.

#### **Smoke free (NHS)**

Provides support to those looking to quit smoking through a variety of support methods. Go to [www.nhs.uk/smokefree](http://www.nhs.uk/smokefree) for further information.

Call the National Smokefree helpline on 0300 1231044 to speak to a friendly, trained advisor who can offer confidential advice, information and support. Lines are open daily from 9am – 8pm, Monday to Friday and 11am – 4pm at the weekend.

#### **Health Assured**

Provides a confidential counselling and information service that is available 24 hours a day, 365 days a year.

Call 0800 716017 or visit [www.healthassuredeap.co.uk](http://www.healthassuredeap.co.uk) (username: durham, password: council)



# HR Advice and Support

This policy has been developed by the HR Advice and Support team, based on current legislation and best practice. If you would like any advice on the application of this policy, please do not hesitate to contact the team:

<b>Telephone</b>	03000 266688
<b>Email</b>	<a href="mailto:hradvice@durham.gov.uk">hradvice@durham.gov.uk</a>

**Further support can be accessed by contacting (subject to SLA buy in):**

<b>Payroll and Employee Services</b>	<a href="mailto:pesschools@durham.gov.uk">pesschools@durham.gov.uk</a>
<b>Occupational Health</b>	<a href="mailto:occhealthadmin@durham.gov.uk">occhealthadmin@durham.gov.uk</a>
<b>Health and Safety</b>	<a href="mailto:hsteam@durham.gov.uk">hsteam@durham.gov.uk</a>
<b>Employee Assistance Programme</b>	<a href="http://www.healthassuredeap.com">www.healthassuredeap.com</a> Username: durham Password: council 0800 716017

<b>Author</b>	<b>Version</b>	<b>Last review</b>	<b>Next review</b>
LG	v 2.1	September 2023	January 2025

The school complies with all relevant statutory obligations. The school privacy notice provides more specific information on data collected and how it is handled, a copy of which can be accessed from the school. For more information please contact the school directly.

If you have any concerns about how your data is handled, please contact either the school Data Protection Officer (details available from the school office), or the Information Commissioner's Office.