

ST ALOYSIUS' CATHOLIC JUNIOR SCHOOL

SMOKEFREE POLICY

OUR MISSION STATEMENT :

By looking to Christ as our model, our mission is to create a loving and caring Christian community, embracing all members of our school and parish, in which we seek to share our experience of the Catholic Faith, thus preparing the children for an active Christian life.

Introduction

Second-hand smoke is both a public and a workplace health hazard. This smokefree policy seeks to guarantee the right of all to breathe air free of tobacco smoke and to comply with smokefree legislation. Section 2 (2) (e) of the Health and Safety at Work Etc Act 1974 places a duty on employers to provide a working environment for employees that is:

“Safe, without risk to health, and adequate as regards facilities and arrangements for their welfare at work”

Adequate signage will be displayed to inform all those employed within, or visiting the organisation of its smokefree status.

Purpose

- To provide a healthy, safe and comfortable workplace for staff.
- To protect staff from the dangers of second hand smoking.
- To promote general health of staff by providing information on the dangers of smoking and support staff wishing to give up smoking.

Policy

Smoking is not permitted in any part of the premises (or grounds) at any time, by any person regardless of their status or business with the organisation.

Smoking will not be tolerated at entrances and exits.

Smokers must avoid smoking within the cartilage of the buildings, e.g. public entrances and points overlooked by pupils, staff and members of the public. Any member of staff wishing to smoke must do so away from the school frontage and not within school view. No pupil, staff member or visitor should be able to see an employee smoking. Smoke must not be able to enter buildings through any nearby openings.

Staff wishing to smoke will be allowed to do so during normal admissible breaks.

Visitors

All visitors, contractors, deliverers and temporary staff are expected to abide by the terms of this policy. The following arrangements have been made for informing them of its existence:

- Adequate signage.
- Receptionist/Person greeting will inform the person of the policy, to be reinforced via the invitation letter or email if required.
- Recruitment procedures.
- Job advertisements, job descriptions and interviews will include reference to this policy. On their appointment, all new staff members will be directed to where they can obtain a copy of this policy.

Help for those who smoke

Smoking employees who wish to quit will be provided with support to enable them to do so via the local NHS Stop Smoking Service, free phone help-line 0800 10 70 401.

The employer will support their employees where time is required during working hours to attend Stop Smoking Services. (Any time taken will be without pay or paid if the employee is able to make the time up). See Absence Management Policy.

Compliance requirements of the policy

Those employees who fail to comply with the policy will be subject to normal disciplinary procedures. See Disciplinary Procedures.

All visitors are also required to abide by the above policy.

Implementation and maintenance

Managers and supervisors are responsible for ensuring the implementation and maintenance of this policy. However, staff have a personal responsibility in ensuring their personal compliance and in ensuring that all those who enter the premises are made aware of the policy.

Comments, Complaints, Monitoring and Review

Comments or complaints related to this policy should be addressed to the Head Teacher.

Changes to the policy

All employees will be consulted in good time about any proposed changes.

MONITORING THE POLICY

The Head Teacher and Senior Leadership Team will monitor the policy.

The Head Teacher must publicize the policy and bring it to the attention of pupils, parents and staff at least once a year.

This policy was agreed on Thursday 12th July 2012 by the Governing Body

Review and update by Summer 2015

Signed.....

Chair of the Governing Body