



# Capel Primary School



## Smoking Policy

Next Review Due: **Spring 2015**

**Staff**

27/01/14

**Sub Committee**

28/01/14

**Govs**

04/03/14

## **Smoking Policy**

One of our aims as a responsible employer is to develop and foster a healthy organisation for staff and students through a range of activities. The position we adopt on smoking, which includes the use of electronic cigarettes, whilst on school grounds / property is one of the ways in which we strive to improve the environment whilst respecting the position of individuals who choose to smoke.

### **Aims**

The policy aims to give non-smokers the right to work and study in an environment that is free of tobacco smoke, whilst acknowledging the needs of people who do smoke.

### **Scope**

The policy applies to all employees, members, contractors, visitors and members of the public whilst in our building.

### **KCC Policy Statement**

Smoking is not allowed in any KCC building or establishment including Community and Voluntary Controlled schools for the health, safety and well-being of our staff, students and visitors.

The smoking policy will apply to any rooms or premises that are hired out for functions. The hirer will be informed of this smoking policy and can be provided a copy upon request.

### **Smoking outside buildings**

We expect people who are smokers to take steps to minimise the effects of their smoke on others whilst at work. Primarily this will be by ensuring that when smoking outside a KCC building or school they are, where possible and practical, a reasonable distance from the building and not where the individual can be seen by students of the school. No smoking should take place in car parks, underground or enclosed areas, nor on school grounds.

### **Smoking in Vehicles**

Smoking is not allowed in KCC owned pool cars and other KCC vehicles e.g. delivery lorries, mobile libraries. The law does not extend to private vehicles owned by staff.

### **KCC Staff Working for Other Organisations**

Staff who are seconded or who work in establishments other than those owned by KCC must follow the policy of the organisation in question with respect to smoking.

### **Smoking Breaks**

Whilst KCC acknowledges that people may need to take breaks during the working day, including breaks to smoke, these should be minimal and in agreement with your line manager.

### **Enforcement and Monitoring**

Headteachers and Managers are responsible for ensuring all staff comply with this policy. Persistent and/or intentional breaches of the policy will lead to disciplinary action under the school's Disciplinary procedure.

Any visitor to our premises breaking the conditions of this policy will be asked to stop smoking or to leave the premises immediately.

No smoking signs will be clearly displayed around buildings/establishments and within KCC owned vehicles.