

Shoeburyness High School

A member of SECAT (Southend East Community Academy Trust)



NON-SMOKING POLICY

April 2018

Status : Complementary

Target : Governors, Staff, Students, Parents and
Visitors

Next revision due : April 2020

Reviewed and monitor by : Assistant Headteacher - Personnel

**Signed by Chair of Local
Governing Body** :

1. Introduction

- 1.1 This Academy recognises that under the Health and Safety at Work etc, Act 1974 it has a duty to provide a healthy and safe working environment. The school also recognises the serious health risks associated with passive smoking in the workplace. This policy came into effect as from 8 April 2005.

2. Scale and Scope of the policy

- 2.1 This policy applies to all staff, pupils of and visitors to Shoeburyness High School.
- 2.2 Smoking is prohibited throughout Shoeburyness High School and within fifty (50) metres of any of the entrances to the school.
- 2.3 This policy includes electronic cigarettes (e-cigarettes).
- 2.4 Unless otherwise specified, and in accordance with the rules of exemption outlined below, all premises where the school's employees are required to work will be designated as non-smoking premises.

3. Exempted Areas - There will be no exempted areas within the Shoeburyness High School site.

4. Miscellaneous

- 4.1 Employees and managers should be aware that this policy does not confer any additional entitlement for employees to take breaks from work for the purpose of smoking. Employees are reminded that the taking of any unauthorised work breaks, whether for the purpose of smoking or otherwise, may render them liable to disciplinary procedures.
- 4.2 Visitors to Shoeburyness High School where this policy exists will be expected to cooperate with and respect the requirements of the policy.
- 4.3 The School's disciplinary procedures may be invoked against any employee found to be in breach of the terms of this policy.
- 4.4 The School recognises that the terms of this policy may cause some employees some hardship. The School's Personnel Team will provide advice and guidance to any employee who would like to discuss obtaining assistance to stop smoking.