



SMOKING AND VAPING POLICY	
Last reviewed Autumn Term 2021	Date of next Review Autumn Term 2022
Headteacher	Author: Community & Facilities Manager

Introduction

Worthing High School recognises the right of all persons to work in a smoke/vapour free environment. The school is committed to promoting health and welfare, and, as a good employer, wishes to create a high quality, healthy, and safe working environment for staff, students and visitors. It must, therefore, ensure that everyone is protected from the dangers of smoke/vapour in work and rest areas.

With effect from the 1st July 2007 new legislation in relation to the Smoke Free Premises Act came into force and smoking became illegal in certain wholly or substantially enclosed public places. It became an offence to smoke in no smoking premises or to knowingly permit smoking in no smoking premises. Vehicles used for business purposes were also covered by the law. Owners of premises and individuals will have to pay substantial statutory fines if this legislation is breached. The school is responsible for monitoring adherence to this policy, and has prime responsibility for ensuring compliance with the law.

Aim

- To provide a working environment conducive to good health and productive working.
- To ensure that Worthing High School presents a positive image to visitors and members of the public.
- To ensure that Worthing High School complies with legislation regarding no smoking.

Application of the Policy

This policy applies to all Worthing High School workplaces, employees, clients, visitors (including contractors).

Smoking and vaping is prohibited in all Worthing High School premises and on all surrounding grounds, owned or leased by Worthing High School including the car park.

Smoking/vaping is also prohibited in any company vehicle, whether owned or on hire, when used by more than one person, and in a private vehicle if a passenger is carried.

This policy applies to employees whether employed directly by Worthing High School, through an agency, by a contractor or other organisation, and visitors.

Employees who wish to smoke/vape may do so in their own time during designated breaks. Employees are not permitted to smoke/vape whilst carrying out their duties and responsibilities for Worthing High School.

The Policy for third party premises

Employees required to visit other premises not covered by smoke free legislation as part of their duties (ie, domestic premises) should advise the visitee when arranging a visit, of Worthing High School's smoking/vaping policy. Although Worthing High School has a duty of care to protect its employees it cannot control the smoking policy on these premises. Employees should agree that the visitee arrange for a non-smoking/vaping area to be provided for the duration of the visit. Where this is not possible, employees should ask the visitee to refrain from smoking/vaping inside the premises or in the meeting area for one hour before the visit and that the visitee not smoke/vape for the duration of the visit.

In circumstances where it is not possible to arrange a visit beforehand, employees should seek advice from their line manager, who should take all reasonable steps to protect them from exposure to second hand smoke.

Signage

Appropriate 'No Smoking/Vaping' signs are displayed at all the entrances to the school premises.

Compliance of the Policy

Managers and Supervisors are responsible for ensuring that all staff, students, visitors and contractors are made aware of the policy and that they comply with its requirements.

People smoking/vaping in prohibited areas, should be asked politely to stop and advised that they are breaching the school policy.

Refusal to stop is unacceptable and should be reported to the Headteacher or their nominee.

Failure to conform to the requirements of the policy by smoking/vaping on school premises or refusing to stop when requested constitutes a disciplinary offence.

Contractors or visitors breaching the policy should be requested to cease smoking/vaping on the premises. A contractor or visitor who refuses to stop smoking/vaping should be required to leave the premises.

Support for those that smoke

Help and advice on how to stop smoking can be found on the following websites

<http://www.quit.org.uk/>

<https://quitnow.smokefree.nhs.uk/>