

Smoking and Vaping Policy	
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1 Introduction

The South Downs Education Trust (SDET) 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.

2 Aim

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

3 Application of the Policy

This policy applies to all SDET workplaces.

This policy applies to all employees whether employed directly by SDET, through an agency, by a contractor or other organisation, whilst on SDET premises.

This policy applies to clients, volunteers, and visitors (including contractors), whilst on SDET premises.

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

Smoking and 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.

Smoking and vaping is prohibited in and around the school environment in order to prevent bringing SDET into disrepute.

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

4 The Policy for Third party premises

Employees required to visit other premises not covered by smoke free legislation as part of their duties (i.e., domestic premises) should advise the visitee when arranging a visit, of the SDET smoking and vaping policy. Although the SDET 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, non-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 or vaping inside the premises or in the meeting area for one hour before the visit and that the visitee not smoke or 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.

5 Signage

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

6 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 or 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 head of School.

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

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

7 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/>