

Westlands Primary School

Smoking at Work Policy

Westlands Primary School
Ostend Place
Newcastle-under-Lyme
Staffs
ST5 2QY

Introduction

Passive smoking, breathing in other peoples tobacco smoke, has been medically proven to cause cancers, heart and respiratory diseases in non-smokers, as well as many other illnesses and mild conditions.

The Health and Safety at Work Act 1974 places a duty on employers to provide and maintain a working environment that is

'Safe, without risks to health'

Therefore the enclosed policy has been adopted concerning smoking at Westlands Primary School.

Aims of the Policy

The policy seeks to:

- Guarantee a healthy working environment and protect the current and future health of employees and visitors (including parents and other relatives)
- Guarantee the right of non-smokers to breathe in air free of tobacco smoke
- To comply with Health and Safety Legislation and Employment Law
- Raise awareness of the dangers associated with exposure to tobacco smoke
- Support those who wish to stop smoking

Adequate signage will be provided to inform employees and visitors of the smoke free status of the building

Restrictions on Smoking

Smoking is not permitted in any part of the premises, entrance or grounds at any time, by any person regardless of their status or business with Westlands Primary School.

Visitors

All visitors, including parents and other relatives, contractors and deliverers are required to abide by the no-smoking policy, staff members are expected to inform visitors of the no-smoking policy when appropriate. However they are not expected to enter into any confrontation which may put their personal safety at risk

Vehicles

Smoking is not permitted in vehicles being used to carry children or staff on school business.

Support for people who want to give up smoking

We will supply information and contact details of local Stop Smoking Services or the National "Don't Give up Giving Up" free phone helpline 0800 169 0 169.

Disciplinary Action

Governors will decide any appropriate action for staff who disregard the policy.

Monitoring and Reviewing

This policy is reviewed every three years to ensure that it continues to meet the aims.

The Smoking at Work policy co-ordinator is Mrs M Al Agouri.

Summer 2022

To be reviewed: Summer 2023

Staffordshire County Council			HR Policy Handbook				
Reference Number	HR88	Approved by Cabinet Forum 2004		Issue	1	Date	1 st Feb 2005
Policy Title	Smoking at Work						

Legislative Framework

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Workplace Health and Safety Regulations 1992

Policy Statement

It is County Council policy that Smoking will not be allowed in any building owned or controlled by Staffordshire County Council. (See exceptions detailed in the Section on Application)

Application

This policy applies to all employees and users of buildings/services and all enclosed work places within Staffordshire County Council. The only exceptions will be;

- * In Social Care and Health Residential and Day Care facilities, where a suitable designated smoking area for Service Users will be provided.
- * County Farms,
- * Workshops on Business Parks,
- * Residential Accommodation provided to staff as their domestic dwelling.

The Smoking at Work Policy also includes vehicles owned by or used (including those privately owned) for Staffordshire County Council business when passengers are being transported in the vehicle.

Introduction

The County Council's decision to restrict smoking has been taken to reduce the risk of fire and to protect the health of staff. While there is no intention to attempt to dictate to staff whether or not they should smoke, the overriding concern to be managed is the health of those who choose not to, and for their right to work in an environment free from tobacco smoke. The changes made to this Policy are an extension of long established practices.

The County Council considers that "**PASSIVE SMOKING**" - or inhaling other people's smoke - can be **harmful to health**, not merely unpleasant or irritating. Further, the County Council believes that there is no justification for exposing staff to avoidable health risks.

Trade Union (Trade unions to agree this section) The successful implementation of this policy requires commitment and a proactive approach by all employees. We recognise the important role of trade unions and employee safety representatives in achieving high standards of health, safety and welfare and employees are empowered to refer health and safety concerns to their safety representative/trade union

Health & Safety and Human Resources Teams

Directorate H&S and HR Teams can assist with the interpretation and practical application of this policy. It is recommended that you contact the H&S team if further advice, guidance and support are required.

Definitions

A manager is any employee who supervises at least one other member of staff or manages the provision of a County Council service. Managers include supervisors, team leaders, premises managers and heads of establishments.

Employee also includes trainees on government schemes, agency workers, temporary workers and volunteers.

Non-employee includes Service Users, pupils, visitors, contractors and members of the public.

Guidance on How to Apply the Policy 1.

Implementation

The County Council appreciates that in order to implement the requirements of this Policy there are practical considerations required before the policy is introduced, (i.e. ensuring that the policy is effectively communicated and signage is in place, etc.) Accordingly, this policy will not be enforced until 1 February 2005.

2. Visitors

Visitors are expected to abide by the Smoking at Work Policy. The following arrangements must be made for informing them of its existence:

- Signage
- Receptionist/person greeting will inform visitors 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 given a copy of this policy.

3. Signage

All County Council buildings and workplaces will highlight that they are non smoking environments by displaying appropriate signage (as detailed in Appendix 1) in reception and other public access areas. In addition no smoking signage will be displayed in locations where a Health and Safety risk has been identified, this may also include certain outside areas.

4. Cigarette Extinguishing and Disposal Facilities

It is recommended that at main entrances to all County Council Buildings, and outside smoking areas/facilities are equipped with suitable cigarette extinguishing and disposal facilities. These will reduce the risk of fires and maintain a clean and tidy entrance and image for the County Council.

5. Enforcement

Persistent and deliberate failure to comply with this policy will be regarded as a matter to be dealt with under the County Council's Disciplinary Policy.

6. In Community Settings

- Staff can request that Service Users do not smoke whilst they are in attendance.
- Encourage Service Users to allow adequate ventilation when staff are in attendance.
- Advise Service Users on the health risks associated with smoking, and the safety precautions they should follow (i.e. having a heat detector in the room they smoke, having metal ashtray and bins, checking that cigarettes are fully extinguished etc.)
- Where Individual risks are identified with a Service User smoking an Individual Risk Assessment must be completed detailing control measures to minimise the risks.

Social Care and Health Specific Guidance 1.

Smoking Rooms

In Residential and Day Care facilities, where the requirement for a smoking room has been identified to meet Service Users needs. It is essential for the Health and Safety of the building occupants and staff that the room designated for smoking is suitable and that the appropriate furniture, fittings and equipment are provided. Detailed below is the standard that must be implemented within the Designated Smoking Room.

- Designated Area must be a self-enclosed area.
- The room must have a heat sensor fitted.
- The room will have a suitable fire extinguisher available
- The door to the room will be a fire door with self-closing device.
- The room will have adequate forced ventilation in the form of an extractor fan or other device.
- All fabrics and furnishings will be fire retardant.
- Metal Ashtrays and bins will be provided.
- Ashtrays and bins will be emptied regularly.
- The fire precautions within the room will be inspected and checked in accordance with the Directorates Fire Record Book requirements.
- Staff Trained in Fire Safety and Evacuation.
- Vision Panel to room or door to be in place, where the need to supervise Service Users smoking is identified, thus reducing the effects of passive smoking on staff.

If in Day Care facilities the Service User Group have agreed that the building is non smoking and smoking facilities are to be provided externally, then appropriate cigarette extinguishing and disposal facilities, along with shelter from the elements will be provided.

2. Managing the Risks Associated from Service Users Smoking

In relation to managing the risks associated with Service Users smoking the following guidance shall be implemented: -

- Ensure that Service Users are adequately informed of the associate health issues.
- Service Users are encouraged to use the designated smoking areas.
- Where Individual risks are identified with a Service User smoking an Individual Risk Assessment SW932 must be completed detailing control measures to minimise the risks.
- Non smoking Service Users accessing the designated smoking area to be informed of the associate health risks of passive smoking.
- Service Users to be encouraged not to smoke in their bedrooms, and appropriate individual risk assessments to be completed if risk of this activity remains.
- If the risk of a Service User smoking within their bedroom has been identified the door should have a smoke detector, self-closure device fitted to a fire door. The fabric of furniture and fittings shall be fire retardant.
- Frail and vulnerable Services Users not to be left unsupervised.
- Service Users to be encouraged to use lighters and not matches.
- Services users must not smoke whilst being administered oxygen.

Assistance to Employees on Smoking Cessation

To assist employees with smoking cessation the County Council encourages employees to gain information and support from the following Local Health Authority initiatives: -

East Staffs Primary Care Trust

www.eaststaffspct.nhs.uk/espct/v2/Smoking Cessation/Page 1 Intro.htm

To book a place on next course or to find out which surgeries, Pharmacies or groups provide support in East Staffs call Ready Steady Quit on 01283 512639

South Western Staffordshire Primary Care Trust
www.sws-pct.nhs.uk/Press_releases/2004/050304.htm

If you would like more information about any of the courses available in South Western Staffordshire, please contact Health Improvement Officer Heather Temperton on (01785) 220004.

Cannock Chase Primary Care Trust
www.cannockchase-pct.nhs.uk/v2/pgh/smokingcess/sc.htm

If you would like more information about services available in Cannock Chase Primary Care Trust, please contact us on 01543 465100

Staffordshire Moorlands PCT
Stockwell Street
Leek
ST135BQ
Tel: 01538 487234
Fax: 01538487255

Newcastle under Lyme PCT
www.newcastlepct.co.uk

Bradwell Hospital
Talke Road
Newcastle under Lyme
ST5 7NJ
Tel: 01782 425440 Fax:
01782 425445

Burntwood, Lichfield and Tamworth PCT
www.bltpct.nhs.uk

Guardian House

Rotten Row
Lichfield
WS136JB
Tel: 01543 410020
Fax: 01543 440848

NHS Direct Smoking Cessation

www.nhsdirect.nhs.uk/en.asp?TopicID=618

Contact Details - 0800 454647

Quitline

www.ash.org.uk/html/quit/givingup.html

Contact Details - 0800 002200

Accountabilities

Director through Directorate Management Team (including Head Teachers)

- Ensure that adequate resources are provided for the implementation of this policy.
- Support at all times the intent of this policy.

Premise Manager/Service Managers

- To ensure that appropriate signage is clearly displayed in reception, public access areas and where a health and safety risk is identified.
- That the details of this policy are clearly communicated to all employees, and other persons accessing the building.
- That suitable cigarette extinguishing and disposal facilities are available at main entrances and in designated external smoking areas.
- Address any smoking identified in inappropriate areas.
- Address with Employees or their Line Manager any complaints or observations of them not complying with the Policy.

- That risk assessments are completed to manage the risks of Service Users smoking when identified.

Employees

- To comply with the arrangements detailed within this Policy,
- To use the cigarette extinguishing and disposal facilities provided,
- To be considerate as to the locality used externally for smoking.

Non- Employees

- To comply with the arrangements detailed within this Policy,
- To use the cigarette extinguishing and disposal facilities provided,
- To be considerate as to the locality used externally for smoking.

Frequently Asked Questions

Q Is there an alternative to restrictions?

A It is sometimes suggested that the "answer" to smoking in the workplace is in improved ventilation and/or air purification measures. However, the evidence does not support this view, even in the case of buildings with sophisticated air conditioning. Ventilation rates, for example, would have to be exceptionally high to clear the air adequately and with hundreds of premises this would prove very costly, at a time when the County Council is under pressure to increase energy savings. Also, air purification systems currently available, apart from their considerable cost, leave behind precisely those elements in tobacco smoke which are most harmful to health, namely airborne carcinogens (i.e. cancer promoting substances) and carbon monoxide.

However, the most telling argument against such measures is this: **the most effective way of keeping the air in workplaces relatively clear is to tackle the problem at source, by prohibiting smoking.**

Q What about Personal Freedom?

A Even non-smokers have been known to oppose restrictions out of a feeling that they curtail personal freedom. However genuine, in the County Council's view such concern is misplaced. Of course, personal freedom is an important principal, but not to the extent where its pursuit runs counter to the reasonable expectations of others. **Where, in addition, the pursuit of personal freedom involves a serious health risk to others then clearly that freedom cannot remain unfettered.** It might be recalled that similar objections greeted earlier legislation which made the wearing of car seat belts compulsory. Finally, it might be argued that the wishes of both smokers and non-smokers could be accommodated if "smoking areas" (or alternatively "no smoking areas") were to be set aside. However, this would only be viable, and proper, if such facilities could be made available in all areas covered by the policy AND if it could be guaranteed that their existence would not impair efficiency. Frankly, neither is the case.

Further Advice and Information

Further background information on this topic is available on the following

Websites:

www.hse.gov.uk

See also national conditions of service and local agreements before determining or issuing advice.

Please note that the County Council takes no responsibility or liability for any material produced by or contained in external sites or for any advice or services given by external organisations. It is the responsibility solely of each person to decide whether or not they use any such material, advice or service.

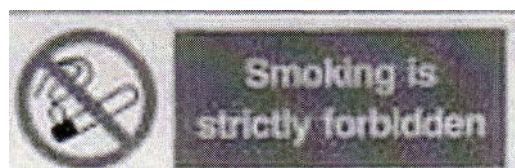
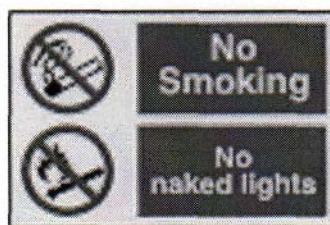
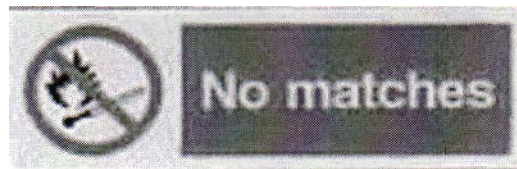
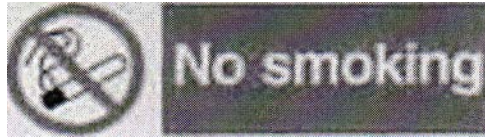
This information can be made available in a range of formats and languages, including Braille and large print. If this would be useful to you or someone you know, please contact your Departmental HR Manager.

Standard Documents

Appendix 1 - **No Smoking Signage**

Appendix 1

Example No Smoking Signage which shall be displayed in reception and other public access areas of all County Council Premises, as well as in locations where a Health and Safety Hazard from Smoking or naked flames has been identified.



NO SMOKING



**A No Smoking
Policy applies
throughout
this building.**