



BROUGHTON HALL HIGH SCHOOL

SMOKING AT WORK POLICY

POLICY

Broughton Hall High School ("the school") DOES NOT allow its employees, pupils or visitors to smoke in any part of its premises or grounds.

PROCEDURE

1. The school takes the view that smoking constitutes a fire risk and a hazard to the health of all its employees, both smokers and non-smokers (as a result of "passive smoking"). It is therefore against school rules for anybody to smoke on the school campus or grounds.
2. The Personnel Officer will be responsible for informing all job applicants of this rule before offers of appointment are made or accepted.
3. Employees who meet visitors from outside the school on school premises are required to explain this rule politely but firmly and to ensure that such visitors comply with the smoking ban.
4. The school understands that some of its employees may feel unwilling or unable to give up smoking. Such people may request permission from their immediate line manager/supervisor to leave the school grounds during coffee/tea breaks to smoke a cigarette. However, they must return to their workplace at the due time.
5. Smoking, and the use of electronic cigarettes by pupils, staff and members of the public in the School is prohibited in line with the requirements of the Smoke-free (Premises and Enforcement) Regulations 2006, and this Policy. Restrictions cover school premises, premises rented by the school and other premises where school employees are working.

Definition of Electronic Cigarette for the purpose of this Policy:-

'Any non MHRA (Medicines and Healthcare Products Regulatory Agency) regulated, Electronic Nicotine Delivery Device System, typically (but not exclusively) referred to as; E Cigs, or 'Vapes.' They are a consumer product and typically (but not exclusively) are manufactured in the form of a 'cigarette' shape although in a number of colours and finishes. The product typically administers an amount of nicotine using a heat source and emitting a stream vapour as part of their usage.'

6. Any employee who ignores the smoking ban will be treated in accordance with the school's disciplinary procedure and, in the case of repeated offences, will be dismissed from the school's employ.