

# Woodbridge School

## SMOKE FREE POLICY STATEMENT

### **Purpose**

This policy has been developed to protect all employees, customers and visitors from exposure to second-hand smoke and to assist in compliance with the Health Act 2006.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

### **Policy**

It is the policy of Woodbridge School that the site is smoke free, with the exception below, and all employees have a right to work in a smoke free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace and all work vehicles at any time. However, smoking is allowed (excluding pupils) after 7pm and before 7am outside. This policy applies to all employees, customers, consultants, contractors and visitors.

### **Procedure**

Overall responsibility for policy implementation and review rests with the Headmaster; however, all staff are obliged to adhere to, and support the implementation of the policy. He shall inform all existing employees of the policy and their role in the implementation and monitoring of the policy. He will also ensure that new employees are given a copy of the policy on recruitment/induction. Appropriate 'No-Smoking' signs will be clearly displayed at the entrances to and within the company premises and in all vehicles.

Notes on implementation:

- During the School term, smoking is permitted in the School grounds by adults (excluding pupils) between the hours of 7pm and 7am only. Smoking in School buildings is strictly prohibited at all times.
- During School holiday periods, smoking is permitted in School grounds at any time.
- All cigarette ends must be properly extinguished and disposed of in a responsible manner.

### **Non-compliance**

Disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

Author(s):	S H Cole, G E Watson
Date:	Oct 08
Review Frequency:	Yearly / as required
Review Date:	Oct 09
References:	
Governor Agreement	

Checked by M R Streat 10/10/09