



No Smoking Policy

Introduction

Second hand smoke (SHS) or passive smoking i.e., breathing in other people's tobacco smoke has now been shown to be a cause of lung cancer and heart disease in non – smokers as well as many other illnesses and minor conditions.

Section 2 (e) of the Health and Safety at Work Act 1974 places a duty on employers to provide a working environment for employees that is *“safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work”*.

The employer acknowledges that breathing other people's smoke is both a public hazard and welfare issues. Therefore, the following policy has been adopted concerning smoking in Courtlands Special School.

General Principles

This smoking policy seeks to guarantee non- smokers the right to work in air free of tobacco smoke, whilst also taking into account the needs of those who smoke. All premises will be designated smoke free from Courtlands Special School 2005. Smoking will only be allowed off site. Smoking whilst on duty will only be allowed during official unpaid break periods, i.e., lunch times, before and after contracted hours.

Common Area

Smoking is not permitted in the following areas:

Classrooms	Halls
Corridors	Stairways
Staffroom	Head Teachers room
Meeting rooms	Lifts
Toilets	Reception Areas
Entrances	Car Park Playgrounds
School Fields	

Work Areas

Smoking is not permitted in any work area. Anyone who wishes to smoke must do so during official break periods and only off school site and well away from any school entrances. Smokers are requested to extinguish their cigarettes and dispose of them appropriately before entering the school grounds.

Vehicles

The policy of no smoking will apply to the car park and to any vehicles used for work related transport purposes.

Visitors and Temporary Staff

Visitors and temporary staff are expected to abide by the terms of this policy. The following arrangements have been made for informing them of its existence:

- Signage
- Receptionist/ person greeting will inform visitors of the policy.
- On their appointment, all new staff members will be given a copy of this policy.

Enforcement of the policy

Breaches of this policy will be subjected to the normal disciplinary procedures.