



Al-Hijrah School  
مدرسة الهجرة

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# No Smoking Policy 2017

## Policy Monitoring, Evaluation & Review

The school will review this policy as below and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

Updated	October 2017
Next Review Date	October 2018

This policy was adopted on 18<sup>th</sup> October 2017

Name	David Willey Chair of IEB	 Signed
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Cherrywood Centre Burbidge Road Bordesley Green Birmingham B9 4US Phone +44(0)121 773 7979 Fax +44(0)121 773 7111

Web [www.al-hijrah.bham.sch.uk](http://www.al-hijrah.bham.sch.uk) Email [enquiry@al-hijrah.bham.sch.uk](mailto:enquiry@al-hijrah.bham.sch.uk)

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## Specific Legislation/Approved Codes of Practice Applicable:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Health Act 2006 Safety Representatives and Safety Committees Regulations 1977

## Other Policies, Guidance and Fact Sheets that may be relevant:

- Risk Assessment Policy
- Code of Conduct Policy

## Guidance

### 1. Introduction

1.1 Al-Hijrah School recognises and accepts its responsibility for the provision and maintenance of a safe and healthy working environment and for taking all steps that are reasonably practical to achieve this objective.

1.2 Each member of the Senior Leadership Team is directly responsible for the health, safety and welfare arrangements within their own Section and will be accountable to the Head Teacher/IEB for the satisfactory performance of this duty. The performance may be audited at periodic intervals by Safety Services from the City Council.

1.3 Smoking - refers to smoking tobacco or anything which contains tobacco, or smoking any other substance and includes being in possession of lit tobacco or of anything lit which contains tobacco, or being in possession of any other lit substance in a form in which it could be smoked.

1.4 E-cigarette - is an electronic inhaler that vaporises a liquid solution into an aerosol mist, simulating the act of tobacco smoking. All aspects of this policy apply equally to the use of e-cigarettes.

### 2. Managers Responsibilities

2.1 Smoking including the use of e-cigarettes is prohibited **in all of the school buildings and vehicles** (including leased or rented).

2.2 Smoking is also prohibited in any other vehicle used for work purposes whilst non-smoking passengers are travelling in it.

### 3 Managers must:

3.1 Bring the contents of this policy to the attention of their staff and provide them with appropriate information regarding their responsibilities under this policy.

3.2 Arrange for risk assessments in accordance with school risk assessment policy to be carried out when staff are working in environments not controlled by the school or its policies. The risk assessments and resulting control measures must be brought to the attention of staff in those environments including those who visit service users or carry out work in their home.

3.3 Ensure that smoking is only permitted outside of a school building. Smoking directly outside the school entrance, exit or near to windows or other opening whereby smoke could permeate is also prohibited, this is to prevent smoke entering the building.

3.4 Ensure that where service provision allows, staff are permitted to take a maximum of 1 smoke break in the morning and 1 in the afternoon or pro rata for staff working shifts. Smoke breaks are for a maximum of 20 minutes per break and staff must sign out. Smoking breaks are unpaid.

3.5 Advise employees or contractors who visit service users or carry out work at their home that they can politely request that the service user refrains from smoking. Where the service user refuses to co-operate with a request, this should be reported immediately to their manager. Upon receipt of such information managers should review the risk assessment. At no time will services be refused.

3.6 Advise visitors, residents / service users that smoking including the use of e-cigarettes is prohibited in all School occupied buildings.

#### **4. Employee Responsibilities:-**

Employees must:

4.1 Assist and co-operate with the risk assessment process when requested.

4.2 Take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions.

4.3 Immediately inform their manager of any hazards, concerns or circumstances that they are aware of that may affect health and safety at work.

4.4 Use any work equipment or safety device provided to them in accordance with any instructions or training they have received in use of that equipment or device.

4.5 Clock or sign out for every smoke break. Where service provision allows 1 smoke break can be taken in the morning and 1 in the afternoon or pro-rata for shift workers. Each smoke break must not exceed 20 minutes in duration

#### **5. Role of Safety Services**

5.1 To support the Directorate / Department with advice on risk assessment, training, preventative and protective measures, and guidance when requested which enables the effective implementation of this policy.

#### **6. Role of Occupational Health**

6.1 To support the Directorate / Department with advice and guidance when requested on specific health issues to enable the effective implementation of this policy.