

Reviewed: December 2021
Review period: Biannual

Bacup and Rawtenstall Grammar School



Smoke Free Policy

Smoke-Free Policy

The policy applies to tobacco and e-cigarettes for all employees of Bacup and Rawtenstall Grammar School and other workers (including casual workers, agency workers and volunteers). The policy also applies to visitors to school premises.

- Smoking is not permitted at any time when employees are at work.
- Smoking is not permitted when driving whilst on duty or travelling to and from meetings.
- Smoking is not permitted in any premises and vehicles owned by school.
- Smoking, by employees or others, is not permitted on land owned or controlled by BRGS e.g. car parks, playing fields and playgrounds. This applies whilst on duty and off duty (for example the policy applies to someone smoking in their car on the car park at lunchtime.
- Staff leaving the premises at lunchtime for this purpose must sign out and back in.
- Smoking is not permitted near any windows or entrances to the building at any time.
- Smoking breaks are not permitted during working time.
- Staff and visitors are reminded that BRGS is smoke-free and are requested not to smoke near any access point, doorway or window fronting onto public roads or land that BRGS does not own.
- This Smoke-free Policy will be brought to the attention of partnership organisations, businesses providing services and other stakeholders who may interact with BRGS. Their co-operation in implementing both the spirit and letter of the policy is requested and accepted as part of the partnership, business or working arrangements.
- BRGS buildings and vehicles must display the appropriate smoke-free signage.
- Enforcement of the school's policy is by management action and disciplinary procedures.

Information

Information on smoking cessation is available on the NHS choices website and from district council's locally.

Breaches of the Policy

Breaches of the policy by employees may lead to disciplinary action.

Visitors smoking will be asked to leave buildings/grounds.

Monitoring of the Policy

The operation of the policy will be monitored and reviewed as required.