



Ysgol Uwchradd Y Frenhines Elisabeth  
Queen Elizabeth High School

## SMOKE-FREE POLICY

### PURPOSE

This policy has been developed to protect all staff, pupils, governors, service users, and visitors from exposure to second-hand smoke and to assist compliance with the Smoke-free Premises Regulations 2007.

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other 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 **our school** that all of our buildings and grounds are smoke-free and all staff, pupils, governors, service users, and visitors have a right to work and learn in a smoke-free environment at all times. The policy came into effect on **1<sup>st</sup> July 2007** and is reviewed annually by **the Governing Body**.

Smoking is prohibited throughout the school and its grounds with no exceptions. This includes school buses and minibuses. This policy applies to all staff, governors, pupils, contractors and visitors.

### IMPLEMENTATION

Overall responsibility for policy implementation and review rests with the headteacher. All members of staff are obliged to adhere to, and facilitate the implementation of the policy.

The persons named above shall inform all existing staff, governors, pupils, contractors and visitors of the policy and their role in the implementation and monitoring of the policy. (They should also give new personnel a copy of the policy on recruitment/induction). Appropriate 'No Smoking' signs should be clearly displayed at the entrances to and within the premises.

## **NON-COMPLIANCE**

Disciplinary procedures should be followed if a member of staff does not comply with this policy. The procedures set out at Appendix 1 should be followed if a pupil or visitor does not comply.

### **Help to Stop Smoking**

Support for smokers who want to stop will be provided. Free support is available from the All Wales Smoking Cessation Service - 0800 085 2219, or your local GP.

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**Date established by governing body: 4<sup>th</sup> July 2007**

**Date reviewed: 19<sup>th</sup> October 2011**

**Next review date: 19<sup>th</sup> October 2012**

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## **APPENDIX 1**

### ***What to do if someone ignores the smoking ban:***

- Draw the person's attention to the 'No Smoking' signs and remind them that they're committing an offence. Politely ask them to stop smoking;
- Advise the person that it's also an offence for you (as responsible person) to let anyone smoke;
- Explain to them that the school and its grounds has a smoke-free policy to ensure a safe working environment for all staff, pupils and visitors.

### **If the person smoking is a member of staff:**

- If your warning has been ignored, immediately ask them to leave the school and its grounds;
- If the person refuses, implement the normal disciplinary procedure for antisocial/illegal behaviour in the workplace;
- Maintain a record of all such incidents and outcomes.

### **If the person smoking is a visitor:**

- Explain that members of staff are obliged to refuse service if they continue to smoke;
- If the visitor continues smoking, ask them to leave the school and its grounds;
- If he/she refuses, implement the normal procedure for anti-social/illegal behaviour in the premises;
- Maintain a record of all such incidents and outcomes.

In all cases where physical violence or intimidation is threatened or encountered, seek the assistance of the police.

### **If the person smoking is a pupil:**

- Students caught smoking in the school or within the school grounds may be punished in accordance with the school's Substance Misuse Policy;
  - Although recognising that individuals – whether staff or students - who smoke risk permanent harm to themselves, our main aim must be to help and counsel, not to punish alone;
  - The school is not a main provider of counselling or health care – it is our role to direct a student towards the right sources of help. We will do the referral when it is appropriate or possible.

### ***Exemptions are only allowed in the following case:***

#### **School demonstrations on the harmful effects of smoking using a smoking machine**

The Welsh regulations provide exemptions from the smoke-free provisions of the Health Act 2006 and, as in England and Northern Ireland, one of these covers research facilities. Provided that all the safety measures are followed (i.e. that the demonstration is carried out in a working fume cupboard where any smoke is carried away from the room into the air above the building, or, if the fume cupboard is of the recirculatory variety, is trapped in the filter block), this experiment can be regraded as falling within the intentions of this exemption.