

Our Lady and St Joseph School

No Smoking Policy

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| Date: | Autumn 2014 | Review Date: | Autumn 2015 |
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We are aware that it is illegal under the Health Act 2006 (and regulations made under the Act) to expose a person in an enclosed workplace to second-hand smoke. Therefore, smoking is prohibited in any part of the school premises.

Aims

- To comply with the Health Act 2006 (and regulations made under the Act) in order to protect all employees from second-hand smoke.

Procedure

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| Headteacher | <ul style="list-style-type: none">• The Headteacher has overall responsibility for the implementation of this policy. |
| School Personnel | <ul style="list-style-type: none">• All school personnel must:<ul style="list-style-type: none">▪ be aware of the policy;▪ abide by the policy. |
| Visitors | <ul style="list-style-type: none">• All visitors must:<ul style="list-style-type: none">▪ be aware of the policy;▪ abide by the policy. |
| Signage | <ul style="list-style-type: none">• All school entrances and areas of the school where parents meet will have 'No Smoking' signs clearly displayed. |
| New Staff | <ul style="list-style-type: none">• All new staff will be informed of the policy via their induction programme. |
| Non-compliance | <ul style="list-style-type: none">• Disciplinary action will be taken against any member of staff who does not comply with this policy.• Necessary action will be taken against any visitor who does not comply with the 'No Smoking' policy. |

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Effectiveness

We believe this policy will be effective only if we ensure consistency across the school by regular monitoring.

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| Headteacher: | | Date: | |
| Chair of Governing Body: | | Date: | |