



Smoke Free Workplace Policy - Schools

Policy Purpose

To protect and improve the health of colleagues, pupils, and people who visit School premises by preventing workplace exposure to smoke and the emissions from vapes and e-cigarettes.

To provide a consistent message that smoking, or 'perceived smoking' is unacceptable on School premises and whilst undertaking duties.

Document Control

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| Author | Eleanor Padgham |
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| Version Control | Not Applicable. Previously "No Smoking Policy". Minor amendments made to bring the Policy up to date. |
| Ratified date | Technical changes – Not Applicable |
| Review required | December 2026 |



1. Overview

- 1.1 For the purpose of this Policy, the term “smoking” refers to the action of putting a cigarette, or cigarette-like item to the mouth, whether the item contains tobacco or not.
This also includes the use of e-cigarettes, vapes, cigars and pipes.
- 1.2 This policy applies to all colleagues, contractors, visitors, and temporary colleagues.
- 1.3 Please refer to Appendix 1 for a Glossary of Terminology used in this policy.

2. Roles and responsibilities

- 2.1 Your Governing Body, Headteacher, Leadership team and manager are responsible for the maintenance of a smoke-free working environment and for carrying out risk assessments and displaying signage where appropriate.
- 2.2 Your manager is responsible for adherence to the policy by their staff and will also support you, should who wish to stop smoking.
- 2.3 You are responsible for following the school’s guidance surrounding maintaining a smoke free working environment and ensuring that smoking breaks are taken correctly.

3. Policy aspects

- 3.1 Smoking and the use of e-cigarettes and vapes is prohibited in all areas including:
 - access doorways, surrounding areas or within the boundaries of any school premises.
 - All school-owned vehicles.
 - Any other vehicles provided by the school for use in connection with work.
 - Premises leased or hired by the school for our functions and activities.
- 3.2 The sale of smoking or vaping products will also be prohibited in all of these premises.
- 3.3 You will not be permitted to smoke and/or vape whilst carrying out your duties and responsibilities. Whilst working remotely, please refrain from smoking and/or vaping during any work calls and meetings.
- 3.4 The Council and Governing Body will not provide facilities for smoking and/or vaping either inside or outside the school premises.
- 3.5 If you wish to smoke and/or vape you may do so in your own time.



- 3.6 Smoking and/or vaping is prohibited in a personal car when carrying out your duties whilst other colleagues, students and individuals are in the vehicle.
- 3.7 Non-compliance with this policy will be addressed through the Disciplinary Policy.
- 3.8 Disciplinary action may be taken if:
- You smoke and/or vape while at work.
 - A manager knowingly permits a colleague to smoke and/or vape while at work.
 - A manager fails to put smoking and/or vaping control measures in place.
- 3.9 Visitors not adhering to the policy will be asked to comply or leave the premises or site.

4. Support and guidance

- 4.1 A full description of the process including guidance, supportive information and documentation can be found on the School Information Portal.
- 4.2 Colleagues who do not have access to this information can ask their manager for a printed copy.
- 4.3 For information and advice about giving up smoking please visit:
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| NHS Quit Smoking | Quit smoking - NHS (www.nhs.uk) |
| Derby Residents | Stop Smoking Livewell (livewellderby.co.uk) |
| Derbyshire Residents | Stopping smoking - Live Life Better Derbyshire |
- 4.4 Our Smoke Free Workplace policy ensures that we comply with the legislation to protect and improve the health of colleagues, pupils, and people who visit our premises.



Glossary of Terminology

In this policy, unless the context otherwise requires, the following terms will have the following meanings:

- Control Measures - control measures are processes which include actions that can be taken to reduce the potential of exposure to the hazard, for example ensuring there is appropriate signage and enforcement required for this policy.
- Disciplinary - connected with the consequences for individuals who break Council rules.
- Domestic premises – a private residence, used wholly for living accommodation.
- Electronic Cigarette, also known as an e-cigarette - a cigarette-shaped device containing a nicotine-based liquid that is vapourised and inhaled, used to simulate the experience of smoking tobacco.
- Emissions from vapes and e-cigarettes – the chemicals/products produced via the use of vapes and e-cigarettes.
- Perceived smoking - refers to the action of putting a cigarette, cigar, pipe, or cigarette like item etc. to the mouth, whether the item contains tobacco or not. This also includes the use of e-cigarettes and vapes.
- School premises - any land, facility or property owned, leased, controlled, or used by a school for its operations. This includes car parks and playgrounds.
- Stakeholder - a person with an interest or concern in something, especially a business.
- Vaping – the action or practice of inhaling and exhaling vapour containing nicotine and/or flavouring produced by a device designed for this purpose.