



No Smoking Policy

School: Jigsaw Pupil Referral Unit

Date Approved by Management Committee: Feb 23

Chair: Mr D. Hains

Headteacher: Ms E. Rothlisberger

Review Date: Feb 2025

1. INTRODUCTION

This policy exists to protect all employees, students and visitors from exposure to second hand smoke and to assist compliance with the Health Act 2006

The Policy seeks to:

- Promote and achieve a healthy working environment and protect the current and future health of employees, contractors' customers and visitors.
- Enforce the right of non-smokers to breathe air free from tobacco smoke.
- Raise awareness of the dangers associated with exposure to tobacco smoke.
- Take account of the needs of those who smoke and to support those who wish to stop smoking.

This will be done by:

- Not allowing smoking in any part of any buildings owned, operated or used by Jigsaw PRU within five metres of an entrance or exit or within sight of the school.

Jigsaw PRU and Sefton LA are committed to ensuring the health, safety and welfare of their employees, contractors, customers and visitors and acknowledge that smoking and the inhalation of second hand tobacco smoke is both a public and work health hazard. Exposure to second hand smoke increases the risk of lung cancer, heart disease and other serious illnesses, ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

Smoking is the greatest preventable risk to health and is estimated to be responsible for more than 120,000 deaths in Britain each year. It is understood that about 70% of smokers say they want to quit. Smokers will smoke less if they cannot smoke at work and therefore this will help to improve the health of our employees.

2. LEGAL RESPONSIBILITY

England became smoke free on Sunday 1 July 2007. It is against the law to smoke, or permit others to smoke, in virtually all enclosed public spaces and workplaces in England. Jigsaw PRU has put this no smoking policy in place and publicises through signage and notices in our building (as required by law) our compliance with this legislation.

In addition to the specific requirements of the Health Act 2006, Section 2 of the Health and Safety at Work, etc Act 1974 gives employers a general duty to ensure, so far as is reasonably practicable, the health and safety of all employees. The Workplace (Health, Safety and Welfare) Regulations 1992 require employers to ensure that there are adequate arrangements to protect non-smokers from discomfort caused by tobacco smoke in rest rooms and rest areas. The Management of Health and Safety at Work Regulations 1999, place a duty on the employer to identify all hazards within the workplace and to implement appropriate control measures accordingly. Passive smoking has been identified as being a hazard and therefore all associated risks must be effectively reduced.

The Management of Health and Safety at Work Regulations 1999 also impose a duty to protect pregnant workers as set out in the Pregnant Workers Directive 92/85/EEC.

Employers have a common law responsibility to provide a safe place and system of work.

All employees have a responsibility to comply with any safe system of work that is implemented by the employer to ensure their health and safety.

3. SUPPORTING PEOPLE TO STOP SMOKING

Research shows that 70% of smokers wish to quit. Jigsaw PRU recognises it has responsibilities towards health promotion and is able to offer the following support routes:

- a. New employees will be made aware of school's No Smoking Policy through the induction pack. Existing employees will be made aware of the policy using normal communication and team briefing methods.
- b. Sefton NHS Stop Smoking Service is able to provide telephone, one-to-one and group programmes to any employees who wish to quit. Contact - 0300 100 1000

Alternatively Contact - 0300 123 1044 or visit

www.nhs.uk/smokefree for more information.

4. SMOKE BREAKS

There will be no provision for employees to smoke other than the normal contractual working arrangements i.e. using recognised breaks. Smokers must not smoke within any building owned or occupied by the Unit or within the adjacent area where you might be observed by students.

There will be NO designated indoor smoking areas provided for Unit employees. Therefore smoking is prohibited at all times in all parts of school premises which includes: classrooms, corridors, toilets, reception areas and entrances owned, operated or used by Jigsaw PRU

5. APPLICATION OF POLICY

The No-Smoking Policy will also apply at all times to privately owned vehicles at any time when official passengers are being carried. The Policy applies to all meetings, visits, inspections or other activities where school employees attend as part of their work.

Jigsaw PRU requires all employees whilst involved on Unit work to refrain from smoking at all times and when identifiable as school employees through wearing uniforms, identification or any other means. Disciplinary action can be taken against employees for breaches of this policy. Employees who visit service users in their own homes are prohibited from smoking within that environment.

For the purpose of this policy, the use of electronic cigarettes is to be regarded in the same way as tobacco cigarettes (i.e. they are not to be used in any work related setting). This is because they may be unsettling to other employees, particularly those who are trying to give

up smoking or have recently done so and their use may be misinterpreted and/or cause alarm.

6. MANAGEMENT RESPONSIBILITY

Jigsaw senior managers will be responsible for publicising the Policy and ensuring that all job applicants are aware of the Policy before offers or appointments are made or accepted.

Managers will be responsible overall for ensuring full compliance with this Policy.

All employees have a role to play in implementing and complying with this policy and are expected to be familiar with its content. Every employee has a direct responsibility to ensure that they fully comply with the policy and to fully cooperate with their managers to ensure full and unhindered compliance. Managers and employees who fail to comply with the policy will be liable to disciplinary action.

All service users, contractors, customers and visitors are required to comply with this Policy and the Health Act 2006.

7. POLICY IMPLEMENTATION

Suitable posters and no smoking signs are displayed around the building to create a positive visual message to increase awareness, which supports a smoke free working environment. The policy also supports the working environment in terms of general cleanliness and reduction in fire hazards.

8. REVIEW

This Policy will be reviewed bi-annually.