

## **NO SMOKING POLICY**

- 1.1 John Ferneley is a non-smoking school.
- 1.2 The purpose of this policy is to minimise the harmful effects of passive smoking.
- 1.3 Smoking is not permitted inside any school buildings or vehicles except in designated areas – the school boiler house and the outside area next to the boiler house.
- 1.4 The designated smoking area will be provided with ashbins and will always be kept clean and tidy.
- 1.5 Smoking areas should be reviewed by the Staff Committee and Health and Safety Committee annually.
- 1.6 New staff should be informed of the school's smoking policy when they apply for a job.
- 1.7 Parents and visitors should also be informed of the policy.
- 1.8 If an employee is unhappy with the smoking arrangements at their place of work then he/she may raise a grievance.
- 1.9 This policy follows the recommendations of Leicestershire County Council.

### **Smoking during Working Hours**

2.1 Employees may use the designated smoking area during their working hours, subject to operational requirements. However, employees are responsible for ensuring that this concession does not adversely affect their work output in comparison with that of non-smoking colleagues (who, it is acknowledged, may lose a certain amount of working time for other reasons).

### **Review**

- 3.1 This policy will be reviewed by the Governing Body annually.