



STAFF NO SMOKING POLICY

Harrogate Ladies' College family of Schools:

Highfield Pre School, Highfield and College

SLT Responsibility: Finance Director

Governor Committee Review: HR

Review Cycle: Triennial

Reviewed: August 2024

PRINCIPAL: Sylvia F. Brett BA (Dunelm), MA (London). **COLLEGE VISITOR:** Baroness Harris of Richmond.
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REGISTERED OFFICE: Harrogate Ladies' College, Clarence Drive, Harrogate, North Yorkshire HG1 2QG.
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Since 1893

1. We are committed to protecting your health, safety and welfare and that of all those who work for us by providing a safe place of work and protecting all workers, service users, customers and visitors from exposure to smoke.
2. All our workplaces (including our vehicles) are smoke-free and all staff and visitors have a right to a smoke-free environment.
3. This policy covers all employees, volunteers, contractors, pupils, visitors and agency workers. Anyone visiting our premises or using our vehicles must comply with the smoking restrictions set out in this policy.
4. This No Smoking Policy has been devised on the basis of advice from professional bodies and complies with the Health Act 2006 and associated regulations. We are committed to a programme of action to make this policy effective and to bring it to the attention of all staff.

Scope and implementation of the policy

5. Smoking is not permitted in our workplace. The ban applies to anything that can be smoked and includes, but is not limited to, cigarettes, electronic cigarettes, pipes (including water pipes such as shisha and hookah pipes), cigars, Vaping and herbal cigarettes.
6. No Smoking signs are displayed at the entrances to our workplace.
7. Staff using our vehicles, whether as a driver or passenger, must ensure the vehicles remain smoke-free. Any of our vehicles that are used primarily for private purposes are excluded from the smoking ban. Any questions concerning these provisions should be directed to the Estates Compliance Officer.
8. We are committed to making this policy effective and to promoting a healthy working environment. Workers who experience particular difficulty complying with this policy should discuss their situation with their line manager or the HR department.

Breaches of the policy

9. Breaches of this policy will be dealt with under our Disciplinary Policy and, in serious cases, may be treated as gross misconduct leading to summary dismissal.
10. Smoking in smoke-free premises or vehicles is also a criminal offence and may result in a fixed penalty fine and/or prosecution.