

Richmond Hill Primary Academy

Smoke Free Environment Policy

November 2016

Person Responsible for Policy	K.Cousins
Approved:	
Signed:	
Date Approved:	
To be Reviewed:	November 2018

Smoke Free Environment Policy

It is the policy of Richmond Hill Primary Academy that all of our workplace is entirely smoke free and all employees have the right to work in a smoke free environment.

This policy not only applies to any materials or devices using tobacco but also any other smoking processes including use of vaping devices, e-cigarettes, electronic nicotine delivery systems and any similar devices or equipment and substances.

Smoking of any kind is prohibited throughout and within 5 metres of the Academy. Smoking is also prohibited in any future Academy vehicles.

This policy applies to all employees, students, parents, volunteers, contractors and visitors.

Implementation

Overall responsibility for the implementation of this policy lies with the Principal.

All staff are obliged to adhere to and facilitate the implementation of this policy. This means that all staff have a responsibility to point out any fellow employees, visitors and/or students who may be smoking on the premises.

Appropriate 'No smoking' signs are distributed around the Academy.

Non-Compliance

Any member of the Academy community found to be smoking on premises will be subject to the appropriate disciplinary at the Principal's discretion.