



## **Non-Smoking Policy**

### **Purpose**

This policy has been introduced to protect all employees, students, service users, customers and visitors from exposure to second hand smoke and to comply with the present Spanish legislation.

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.

As an Educational Establishment, it is our responsibility to set an example to our students and give everyone the personal freedom that a non-smoking policy permits.

### **Policy**

King's College is a non-smoking site in its entirety. This gives all employees the right to work in a smoke free environment. Smoking is therefore not permitted in any areas of the College premises or grounds. This includes all Company Vehicles with the exception of Company Vehicles provided for personal use. This policy applies to everyone who enters the College site.

### **Private Accommodation**

Staff living in accommodation provided (i.e. the Boarding House) are not exempt from this policy when in the Boarding House or their flat in the Boarding House.

### **Implementation**

Overall responsibility for the policy implementation and review rests with the Headmaster. However, all staff are obliged to adhere to and support the implementation of the policy. All existing staff, consultants and contractors shall participate in the implementation and monitoring of the policy. All new personnel will be issued with a statement that the site is a non-smoking site and this will form part of all contracts.



### **Non-Compliance**

College disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke-free legislation may also be liable to a fixed penalty and possible criminal prosecution. Non-employees who are not prepared to conform to the policy will be asked to leave the site.

### **Help**

The School Nurse offers a range of free services to help smokers give up.

Written by: MT October 2016	Reviewed: October 2017 (MT/AM)
Approved: EB	Next review: August 2017