



**Circular M 25/04**

## **To the Managerial Authorities of Primary and Post Primary Schools.**

### **Prohibition on smoking in all workplaces**

The Minister for Education and Science wishes to advise managerial authorities of Primary and Post Primary schools that by law all enclosed workplaces must be smoke-free with effect from 29 March 2004. This law applies to schools. Enforcement of the ban will be carried out by Environmental Health Officers and by Inspectors of the Health and Safety Authority.

Management authorities are requested to ensure that the regulations are fully complied with in their schools. In order to assist employers to comply with the law, employer guidance has been produced and is available on the dedicated website hosted by the Department of Health and Children [www.smokefreeatwork.ie](http://www.smokefreeatwork.ie) and the website of the Office of Tobacco Control, [www.otc.ie](http://www.otc.ie). Your attention is drawn to the fact that it is obligatory from 29<sup>th</sup> March for employers to display “No smoking” signage in a conspicuous position on the premises. A model form of signage is contained on the websites listed. The employer guidance specifies that it is advisable for employers to communicate and consult with employees in regard to the implementation of a written smoke-free workplace policy. To assist in this, a model form of workplace smoke-free policy is contained in the guidance documents.

**You are requested to provide a copy of this Circular to the parents’ and teachers’ representatives on Boards of Management.**

Matthew Ryan  
Principal Officer  
23 March 2004