

SMOKE FREE POLICY

PURPOSE

This policy has been developed to protect all employees, children, parents and visitors from the exposure to second-hand smoke and to assist with the Health Act 2006. This policy also applies to Electronic Vapours.

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.

POLICY

It is the policy of Grassroots Day Nursery that all our workplaces are smoke free and all employees have a right to work in a smoke free environment. The policy came into effect on Sunday 1st July 2007. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, contractors, parents and visitors.

IMPLEMENTATION

Overall responsibility for policy implementation and review rests with the Manager of the nursery. However, all staff are obliged to adhere to and support the implementation of the policy. The Manager shall inform all existing employees of the policy and their role in the implementation and monitoring of the policy. They will also explain the policy to all new members of staff.

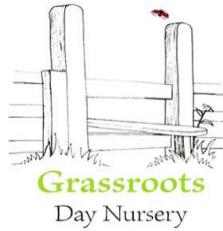
Appropriate 'no smoking' signs will be clearly displayed at the entrances to the nursery and in all smoke free vehicles.

If staff wish to smoke during their lunch break, then the following must be adhered to

- They must remove their uniform before smoking
- They must smoke/vape out of sight of the nursery building or main road
- They must not return to work for a full 15 minutes after the cigarette has been extinguished
- They should brush their teeth or use mouth wash, or at least eat a mint before returning to work

NON-COMPLIANCE

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 law may also be liable to a fixed penalty fine and possible criminal prosecution.



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HELP TO STOP SMOKING

The NHS offers a range of free services to help smokers give up. Visit www.gosmokefree.co.uk or call the NHS Smoking Helpline on 0800 123 1044.

The NHS Quit Kit, which is available free from thousands of pharmacies across England contains practical tools and advice to help smokers quit smoking for good. To find your nearest Quit Kit pharmacy stockist, text SEARCH and your postcode to 88088.

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Signed: (Proprietor/Manager)	
Signed: (Deputy Manager)	