



No Smoking Policy

Last updated 21.04.11

Play Service

Purpose

This policy has been developed to protect all our employees' children and their families from exposure to second-hand smoke and to assist compliance with the Health Act 2006.

Policy

We ensure all our premises and workplaces are smoke free and all employees have a right to work in a smoke free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This policy applies to all employees, consultants, contractors, customers and visitors.

Implementation

Overall responsibility for policy implementation and review rests with the manager. However, all staff are obliged to adhere to, and support the implementation of the policy. The manager will inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment/induction. Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises.

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.

Help to Stop Smoking

The NHS offers a range of free services to help smokers give up. Visit gosmokefree.co.uk or call the NHS Smoking Helpline on 0800 169 0 169 for details. Alternatively you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Services.

Whilst every effort has been made to ensure the accuracy of the information provided, The Out of School Development Team cannot accept responsibility or liability for any errors which may have occurred. This policy has been created as an **example only**. Providers must write their own policy specific to their setting.

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