

Mad Hatters

No Smoking Policy

Purpose

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second hand smoke and to assist compliance with legislation that prohibits smoking in enclosed public spaces.

Exposure to second hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

Implementation

It is the Company's policy that our workplace is smoke-free and all employees have a right to work in a smoke-free environment. Management are responsible for the implementation and monitoring of this policy and all employees are obliged to adhere to and facilitate the implementation of this policy.

Smoking is prohibited throughout the entire workplace. This policy applies to all employees, workers and visitors. No Smoking signs have been put in place and are displayed throughout the premises. Employees must not under any circumstances tamper with or attempt to remove or conceal the signage.

Employees are not permitted to smoke during working hours, nor should they smoke on their way to work either in the morning or on return from lunch.

Employees must not smoke whilst in uniform and any coats or other garments worn whilst smoking must be removed and stored in employees' vehicles or placed in a closed plastic bag before entering the nursery, to avoid the smell of smoke being transferred into the nursery.

Employees who have been smoking must wash their hands and faces and freshen up before having any contact with the children in the nursery.

Exemptions

There are no areas within the premises which are exempt from this policy.

Non – Compliance

A breach of the No Smoking Policy will be a serious disciplinary matter, which, depending on the circumstances of the case, may be regarded as gross misconduct.

Should an employee discover a visitor smoking within the premises, they should politely remind the visitor of the No Smoking Policy.

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Should an employee discover another employee smoking on the premises or within a Company vehicle, he or she should remind the employee of the No Smoking Policy, and should report the breach of policy to Management.

Help to Stop Smoking

There are various sources of support available for employees who wish to stop smoking. Employees may contact the Smokeline on 0800 848484. The local NHS