



Worstead Pre-school

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Charity Number: 1041749

NO SMOKING POLICY

Worstead Pre-school is a responsible employer that takes our obligations to our employees very seriously. We recognise the importance of the health, safety and welfare of our employees and so have developed this dedicated no smoking policy in order to help us comply with our legal duties. Smoking causes serious damage to the health of smokers and research has also shown that second hand smoke causes cancers, heart and respiratory diseases in non-smokers as well.

- Provide a safe and healthy working environment for all staff, children and visitors.
- Comply with all of the requirements imposed by law.
- Raise awareness of the dangers associated with tobacco smoke.
- Guarantee the right of non-smokers to breathe air free of smoke; and
- Support staff who wish to give up smoking.

Restrictions on Smoking

- Smoking is not permitted in the pre-school premises, entrances, or grounds at any time by any person irrespective of their status in, or business with, the Company.
- All visitors, customers, contractors and deliverers are required to abide by the pre-school's smoking policy. Staff must inform all of the above of the policy although it must be stressed that staff should not put themselves at any risk in furtherance of this policy.
- No smoking signs must be displayed by the Company on premises.

Worstead Pre-school acknowledges that some employees may wish to make use of electronic cigarettes ("e-cigarettes") in the workplace, particularly as an aid to giving up smoking. E-cigarettes (sometimes also referred to as personal vaporizers (PV) or electronic nicotine delivery systems (ENDS)) are battery-powered products that release a visible vapour that contains liquid nicotine that is inhaled by the user.

Although it is not a legal offence to smoke e-cigarettes in a public place, the Company prohibits the use of e-cigarettes in the workplace. This is because, even though they do not produce smoke, e-cigarettes release a vapour that could provide an annoyance or health risk to other employees. In addition, some e-cigarette models look like real cigarettes, which makes the Company's smoking ban difficult to police.

Employees wishing to smoke e-cigarettes must do so off-site at break times.

Worstead Pre-school recognises the difficulty that employees wishing to give up smoking may face.

- Reasonable requests from staff for time to attend smoking cessation groups will be treated sympathetically.
- Support for staff who wish to give up smoking can be found at [Quit smoking - NHS \(www.nhs.uk\)](http://www.nhs.uk)
- All requests for help will be treated in the strictest confidence. Information will be stored and processed in accordance with the Company's Data Protection Policy.

Name:	Clare Gwilliam
Position:	Pre-school Manager
Name:	Hayley Pilkington
Position:	Committee Chair
Date:	1 st September 2022
Date for Review:	31 st August 2023