



Smoke - Free 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 the Smoking, Health and Social Care (Scotland) Act 2005.

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 in the same airspace does not completely stop potentially dangerous exposure.

Policy

It is the policy of Hyde 'n' Seek Nursery that our workplace is smoke-free and all employees have a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire workplace with no exceptions. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors.

The designated smoking area is out with the nursery building to the rear of the building.

Staff must remove any Hyde n Seek Nursery uniform before leaving the nursery building to go to the designated smoking area. Staff are not permitted to smoke with the uniform on.

Implementation

Overall responsibility for policy implementation and review rests with Donna Simpson. All staff are obliged to adhere to, and facilitate the implementation of the policy.

Non-Compliance

If a member of staff does not comply with this policy it will result in disciplinary action. Those who do not comply with the smoking law are also liable to a fixed penalty fine and possible criminal prosecution.

Help to Stop Smoking

Support for smokers who want to stop will be provided by:

Smoking Legislation Drop-In Advisory Service
Every Tuesday 9.00am till 1.00pm
At
231 George Street,
Glasgow
G11RX

What if someone ignores the Smoking Law?

If someone is caught smoking on the nursery premises you should:

1. draw their attention to the 'No Smoking' signs.
2. advise them that smoking is prohibited by law and politely ask them to stop smoking.
3. advise them there is an area outside and to the rear of the building that smoking is prohibited.
4. if the person refuse, explain that the law state that the premises must be smoke-free **to help protect the health of staff, children and patrons from passive smoking.**
5. if the person still refuses explain that staff are obliged to refuse service if they continue to smoke.
6. if the person continues to refuse ask the customer to leave the nursery premises - the customer may be liable to a fine.
7. if the customer refuses to leave the nursery premises, follow usual procedures for anti-social behaviour and telephone the Police. Do not put yourself in any danger.

Updated November 2007

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Reviewed November 2008, November 2009, November 2010, November 2011

Next Review Date: November 2012