

Thanet Early Years Project

No Smoking Policy

Introduction:

After research confirmed the harmful effects to health of smoking and second-hand smoke (passive smoking), the Smoke Free law was introduced to protect individuals in public places and in the place of work. Therefore, since July 1, 2007, it has been illegal to smoke in the workplace in England (Health Act 2006). The ban applies to all workplaces and public places, public transport, work vehicles, restaurants, pubs, bars, cafes, shopping centres and offices.

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 Health Act 2006. 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.

E-cigarettes, personal vaporizers (PVs), and electronic nicotine delivery systems (ENDS)

Thanet Early Years Project recognise that many individuals may, in their attempt to give up smoking take up smoking E-cigarettes or other similar devices. However, as the long-term effects of these devices are unknown, plus having these vapours in the workplace may create an unpleasant environment, the TEYP policy relating to the use of E-cigarettes, PVs and ENDS in the work place is identical to the use of cigarettes and as such these devices must not be used in the work place or any premises occupied by TEYP.

Policy

It is the policy of Thanet Early Years Project that all premises occupied by Thanet Early Years Project are smoke free zones. Under no circumstances is smoking permitted in the workplace, this includes out of hours meetings or weekend activities in the workplace.

All required 'No Smoking' signs are in place and must be adhered to by staff, volunteers, students, and visitors at all times.

The aim of this No Smoking Policy is:

- To protect all staff from the harmful effects of second-hand tobacco smoke and vapours.
- To ensure that all parties including employers, smokers, and non-smokers have a clear understanding of their responsibilities to prevent problems arising.
- Staff will assess any environment they enter to ensure it safe for them to carry out their visit and will be supported to leave an environment they believe is unsafe. To comply with this legislation, TEYP staff making home visits need to make parent/carers aware of our Policy and request parent/carers to open windows and/or doors to fully clear any room of smoke before the TEYP worker arrives, not to smoke for the duration of the visit and ask other smokers in the house not to smoke whilst the worker is there. For families who are unable to provide a smoke free environment for visits, it may be possible to offer them visits somewhere else.

- To ensure that the workplace complies with the law.

Thanet Early Years Project does recognise that some of their employees exercise their right to smoke in their own time. However, TEYP operate a strict **No Smoking Policy** and all employees of TEYP must adhere to the following requirements **whilst on duty and when travelling either to the workplace or on company business whilst wearing TEYP uniform:**

- ✓ You must **NOT** smoke whilst wearing your TEYP uniform/work clothes.
- ✓ You are **NOT** permitted to smoke in any building occupied by TEYP.
- ✓ You are **NOT** permitted to smoke in any external areas adjacent to the workplace.
- ✓ Property belonging to TEYP must not be stored in an area where smoking takes place, for example, if you smoke in your vehicle, you must **NOT** transport or store property belonging to TEYP in the vehicle.
- ✓ You should **NOT** bring items of clothing into the workplace that have been worn whilst smoking, for example 'Smoking Jackets'
- ✓ You **MUST** wash your hands thoroughly after smoking and before starting work.

Please remember, the odour of cigarettes will cling to your clothes/person and is offensive not only to other adults but also to the children for whom you are caring. There are **NO** excuses for smoking in your work uniform/work clothes.

Any employee observed to be smoking in their work uniform/work clothes either before starting work or during the working day will be subject to TEYP disciplinary procedures.