

## 15. NON-SMOKING POLICY FOR Royston Playgroup

Effective from 1<sup>st</sup> July 2007

### 1. Principles

This policy is intended to:

- Protect everyone against the effects of second hand smoke
- Promote health in the workforce
- Support those people who would like to quit smoking

Breathing in second hand smoke leads to an increased risk of contracting lung cancer, heart disease and other serious illnesses.

### 2. Current legislation

Section 2(2)(e) of the Health and Safety at Work Act 1974 places a duty on employers to provide a working environment for employees that is:

*"..safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work."*

From 1<sup>st</sup> July 2007 smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This policy applies to all employees, consultants, contractors, parents, customers or members and visitors.

### 3. Policy

The policy is being written with employees' best interest in mind. The right of people to breathe clean air prevails over the right of the smoker to smoke.

Smoking is not allowed in any part of the premise or grounds, including offices, corridors, toilets and car parks.

### 4. Policy implementation

This policy is intended to benefit all employees and visitors and all employees are responsible for its continued implementation. Overall responsibility for ensuring the policy is implemented, monitored and reviewed rests with the Committee. Information on the policy will be circulated to all staff and provided to all new employees;

Signs will be put up where necessary to inform visitors and parents. There will be no ashtrays or cigarette litter inside the building or grounds.

### 5. Enforcement of the policy

Local 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.

Committee signature..... Dated.....

Playleaders signature..... Dated.....