



## **No-Smoking Policy**

### **Introduction**

Second-hand smoke is both a public and workplace health hazard. This No-Smoking Policy seeks to guarantee the right of all to breathe air free of tobacco smoke and to comply with smoke-free legislation. Adequate signage will be displayed to inform employees and all visitors to the setting of the smoke-free status of Ashton Gate out of School Care.

### **Policy**

Smoking is not permitted in any part of the premises, entrances or grounds at any time, by any person regardless of their status or business with the organisation. Smoking will not be tolerated at entrances and exits, on Ashton Gate Road or anywhere else in the immediate vicinity of the Caretaker's House.

### **Visitors**

All, contractors, deliverers and temporary staff are expected to abide by the terms of this policy. The following arrangements have been made for informing them of its existence:

- Adequate signage
- Recruitment procedures
- On the appointment all new staff members will be given a copy of this policy.

### **Help for those who smoke**

Smoking employees who wish to quit can gain the support to enable them to do so via the NHS Stop Smoking service, free phone help line 0800 169 0169.

### **Compliance requirements of the policy**

Staff breaches of this policy will be subject to the normal disciplinary procedures.

### **Implementation and maintenance**

The Play Centre Manager is responsible for ensuring the implementation and maintenance of this policy. However, all staff have a personal responsibility in ensuring their personal compliance and ensuring that all those who enter the premises are made aware of the policy.