



## Putnoe Woods No Smoking Policy and Procedures

### Introduction

Smoking and second hand smoking has been shown to cause cancers, heart and respiratory diseases and has a negative effective on those who suffer with asthma. Smoking is the single most preventative cause of premature death and ill health within our society and Putnoe Woods believe it is their responsibility to promote a no smoking policy and give everybody the right to breathe in clean air and avoid the dangers of second hand smoke.

Putnoe Woods is committed to creating a safe and healthy environment for all children and their families, staff and visitors we take seriously our duty to promote children and young people's wellbeing and their spiritual, moral, social and cultural development.

*'3.56. Providers must not allow smoking in or on the premises when children are present or about to be present'*

*Early Years Foundation Stage Framework 2014*

Smoke-free (Premises and Enforcement) Regulations 2006 was introduced in England since the 1<sup>st</sup> July 2007, banning smoking in nearly all enclosed workplaces and public spaces as a consequence of the Health Act 2006. As defined in the Health Act 2006 an enclosed space is:

*'Enclosed and substantially enclosed premises*

*2.-(1) For the purposes of section 2 of the Act, premises are enclosed if they—*

*(a) have a ceiling or roof; and*

*(b) except for doors, windows and passageways, are wholly enclosed either permanently or temporarily'*

*Health Act 2006*

As an employer it is also the duty of Putnoe Woods to ensure the health and safety of their employees under the Health and Safety at Work Act 1974



*'General duties of employers to their employees.'*

*(1) It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.'*

### Putnoe Woods No Smoking Procedures

Putnoe Woods takes seriously our duty to promote children and young people's wellbeing and their spiritual, moral, social and cultural development. To achieve and implement our commitments it is essential that all staff and visitors to Putnoe Woods adhere to the following:

- 1.1 Smoking is banned from the entire building
- 1.2 Smoking is banned from the outdoor play area
- 1.3 Smoking is banned from the immediate proximity of Putnoe Woods building including exit and entrance area and bike shed
- 1.4 Early Years Educators are not permitted to smoke whilst in charge of children, including when on outings
- 1.5 We also request that parents accompanying preschool children on outings refrain from smoking while caring for the children
- 1.6 There are NO designated smoking areas provided within the School buildings or grounds.
- 1.7 The Smoke Free Policy applies to all events / activities held in the Putnoe Woods including before and after school sessions, any meetings organised which are attended by school employees as part of their work and/or visitors to such meetings/events.
- 1.8 Smokers during breaks are allowed to smoke in Open space away from the Putnoe Woods building. Any person found to be smoking on the premises will be asked to leave the premises.
- 1.9 If staff choose to smoke during breaks they are asked to change into their own clothing
- 1.10 The Employee Handbook clearly stipulates a No Smoking Policy on Putnoe Woods site at all times
- 1.11 Breach this policy will be considered as a disciplinary offence for all staff of Putnoe Woods



- 1.12 It is the responsibility of all the members of staff to implement the policy and to make visitors, volunteers, contractors and parents aware of the content
- 1.13 Ensure No Smoking forms part of the contractual terms and conditions for parents
- 1.14 Ensure appropriate and adequate signage is displayed around Putnoe Woods

The Management Team will ensure that through appropriate and regular communication:

- 1.15 staff will have the knowledge and understanding of policies, procedures and agreed practice to support the implementation of the Smoke Free Policy
- 1.16 ensure that Putnoe Woods Smoke Free Policy is applied when children / young people are taken off site
- 1.17 precedence will be given to the wishes of non-smokers not to be exposed to second hand smoke
- 1.18 Staff must remember it is essential that staff are positive role models to children and promote a healthy lifestyle
- 1.19 ensure staff are aware of Peninsula Employee Assistance programme for help stopping smoking and NHS Stop Smoking Services, in which Putnoe Woods will offer support and assistance to the individual

This policy also applies to the use of electronic cigarettes.

We respect that smoking is a personal choice, although as an organisation we support healthy lifestyles. Putnoe Woods will create and support a clean, safe and healthy environment for all those whom may enter, in the best interests of individual health and wellbeing.

Date of Policy: September 2014	Created By: Jo Skelton	
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Review Date	Reviewer	Ammendements
September 2015		
September 2016		