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**FLITWICK PRE-SCHOOL**

**01 Health and safety procedures**

**No smoking**

* We comply with health and safety regulations and the Safeguarding and Welfare Requirements of the Early Years Foundation Stage in making our setting a no-smoking environment - both indoors and outdoors.
* All staff, parents and volunteers are made aware of our No-smoking Policy.
* No-smoking signs are displayed prominently.
* The No-smoking Policy is stated in information for parents and staff.
* We actively encourage no-smoking by having information for parents and staff about where to get help to stop smoking if they are seeking this information.
* Staff who smoke do not do so during working hours, unless on a scheduled break and off the premises.
* Staff who smoke during working hours and travelling to and from work must not do so whilst wearing a setting uniform, or must at least cover the uniform.
* E-cigarettes are not permitted to be used on the premises.
* Staff who smoke or use e-cigarettes during their scheduled breaks must be well away from the premises (outside of the main garden/gate).
* Staff who smoke or use e-cigarettes during their break make every effort to reduce the effect of odour and lingering effects of passive smoking for children and colleagues.
* Staff are made aware that failure to adhere to this policy and procedures may result in disciplinary action.
* It is a criminal offence for employees to smoke in smoke-free areas, with a fixed penalty of £50 or prosecution and a fine of up to £200.

**Legal framework**

* The Smoke-free (Premises and Enforcement) Regulations (2006)
* The Smoke-free (Signs) Regulations (2012)

This policy was adopted at a meeting of Flitwick Pre-school on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Next date to be reviewed **February 2023**

Signed on behalf of the management committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of signatory \_\_\_\_Ritu Mistry\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role of signatory (e.g. chair/owner) \_\_\_\_\_Chairperson\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_