



Registered Charity No. 1022409

3 Health and safety policy and procedures

Designated Health and Safety Officer is: Flora Lau

3.19 No Smoking and vaping

We comply with health and safety regulations and the Safeguarding and Welfare Requirements of the Early Years Foundation Stage in making our preschool 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 and vaping policy is stated in information for parents and staff.
- Staff who smoke or use electronic cigarettes are not do so during working hours, unless on a scheduled break and off the premises.
- Staff who smoke or use electronic cigarettes during working hours and travelling to and from work must not do so whilst wearing a preschool uniform or must at least cover the uniform. And are requested not to smoke within at least one hour of working with children
- Electronic cigarettes are not permitted to be used on the premises
- Staff who smoke or use electronic cigarettes during their scheduled breaks go far away from the premises.
- Staff who smoke or use electronic cigarettes during their break make every effort to reduce the effects of odour and passive smoking for children and colleagues
- Staff are made aware that failure to adhere to this policy and procedures may result in disciplinary action.

This policy was adopted on

6th September 2023

Date to be reviewed

6th September 2024

Signed by committee chairperson

Signed by preschool manager
