



Little Ray's Pre School

Smoking Policy

THE PURPOSE OF THIS DOCUMENT

To ensure the health, safety and wellbeing of the staff, children, parents/carers, contractors and visitors at Little Ray's Pre School at all times.

HEALTH ACT 2006 Section 2 Part One

A place must be smoke free if

‘it is used by more than one person even if the people that work there do so at different times of the day or only intermittently.

Or

If it is open to members of the public and it is enclosed or substantially enclosed’

Note: public is persons who or sections of public who have access to the premises – no age limit is set

For the purposes of this policy the definition of smoking is possessing a lit substance that can be smoked (like tobacco, drugs, and other substances). Smoking devices can include:

- Cigarettes
- Cigars
- Pipes (including water pipe)
- E – cigarettes – although these are technically not a recognised harm to health Little Rays does not permit the use of E cigarettes in any form being used on the premises.

The UK law permits employees to take one ‘rest break’ per working day, like lunch breaks, tea breaks, etc. For every six hours, working time law entitles workers to at least a 20-minute break. However, **it is not a legal requirement to have a smoke break policy** in the workplace.

Unless it's contractually written, workers must take cigarette breaks within the timeframe of their rest break.



Therefore, any 'smoking breaks' must be counted as part of the rest break allocation throughout that shift.

Example: if you work a 6 hour shift you are entitled to a 20 minute rest break(min). If you take 10 minutes for a smoking break at 10 am, you will have 10 minutes remaining of your rest break at for your lunch break.

Unless it's contractually written, workers must take cigarette breaks within the timeframe of their rest break.

TO WHOM THIS POLICY RELATES

This policy applies to all staff, children, parents (carers), contractors and visitors at Little Rays Pre School.

Little Rays practices a NO SMOKING policy within its environment to include, but not restricted to, Little Rays Pre School (to include the garden area), and Forest School locations.

Staff, whilst on duty, are not permitted to smoke if they are taking and collecting children from schools. Staff are not permitted to smoke in any company vehicle or personal vehicle when children are present.

WHERE ARE STAFF PERMITTED TO SMOKE

Staff must leave the premises and go outside of the gates of the Godalming Football Club to smoke cigarettes. All efforts are made to give staff who smoke a 10 minute 'break' during their shift. Appropriate staff/child ratios must always be maintained.

Staff must not smoke in their personal cars if transporting children – including their own children.

Staff must not smoke in the company vehicle at any time.

E-CIGARETTES

While there is currently no legislation regarding the use of E-Cigarettes in public areas, Little Rays does not permit their use on the premises or while a staff member is on duty.

INCIDENT FORM

Any staff members found smoking on the premises will initially receive a verbal warning. Any further incident(s) will receive a written warning. All incidents will be logged on an



Incident Form and investigated further by the staff members Line Manager. Any disciplinary action will be decided after the completion of the investigation.

See also

Little Rays Alcohol and Drugs Policy

Little Rays Employee Hand Book

Health and Safety @ Work Act 1974

Health Act 2006 (updated 2007, 2015)

RATIFIED BY: MAIREAD CHEESEMAN WHEELER
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DATE: 1.10.2019

NEXT REVIEW DATE:

DATE: 1.10.2023

REVIEWED BY: Mairead Cheeseman

DATE: 23.03.2022

Reviewed 05/09/2025

Mairead Cheeseman
