



Smoke-Free Policy

1. Purpose

This policy has been developed to protect all employees, volunteers and Board Members of Bexhill & Battle Under Fives Association Limited (BBUFA) from exposure to second-hand smoke and to assist compliance with the Health Act 2006. In addition, it will apply to all members, consultants, service users and clients who visit or work with BBUFA.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same air-space does not completely stop potentially dangerous exposure.

2. Policy

It is the policy of BBUFA that all their work places are smoke-free and all employees have a right to work in a smoke-free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the work place, including company vehicles. This policy applies to all employees, volunteers, Board Members, consultants, contractors, customers or members and visitors.

3. Implementation

Overall responsibility for policy implementation and review rests with the Board. However, all staff are obliged to adhere to, and support the implementation of the policy. The Board shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment/induction.

Appropriate "No Smoking" signs will be clearly displayed at BBUFA premises and within BBUFA vehicles.

4. Non-Compliance

BBUFA disciplinary procedures will be followed if a Board Member or employee does not comply with this policy. Those who do not comply with the smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

5. Help to Stop Smoking

The National Health Service offers a range of free services to help smokers give up.