



Standard Operating Procedure

DCS, MOD Schools Early Years Settings

Standard Operating Procedure (SOP): No SMOKING

Written by: Anita Collins

Date written: 01/07/2021

Reviewed Date: 24/08/2023

Review annually or if any changes are made to support practice

1. Purpose.

In compliance with MOD Policy and the EYFS framework. The premises and all outbuildings will be smoke free.

Smoking (including vapes) is prohibited in all areas of the premises and this applies to all employees, contractors, customers, and visitors.

2. Scope

Appropriate 'No Smoking' signs will be clearly displayed at the entrance to and within the premises.

Staff must not smoke while wearing uniform as it is essential that staff are positive role models to the children, promote a healthy lifestyle and to ensure that third-hand smoke from clothing is not passed onto children.

Over 80% of second-hand smoke is invisible and odourless. Children exposed to second-hand smoke may have an increased risk of respiratory infections and asthma which may result in hospitalisation.

3. Responsible Persons

Management team and all colleagues are responsible. Staff are informed on induction that the setting is smoke free premises

4. Responsibilities

- Manager to ensure "no smoking" signs are clearly displayed around the setting.
- All employees, contractors, customers, and visitors to adhere.
- Managers to routinely offer all smokers advice and support to quit smoking as part of routine care
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/93973/Artboard_1_copy_4-100.jpg



NB; In the event of a staff member who is a Smoker, although strongly discouraged from needing to smoke through the working day. If a medical need, then a separate risk assessment that outlines the measures required to support the staff member as well as measures required to minimise secondary smoking around children and other staff. E.g., change of clothing, brushing teeth afterwards and admin tasks after a smoking break, until clear of potential secondary smoking to children (this is only necessary if, in the hours worked by the staff member allows them to have a scheduled break, during their working session)