



## **POLICY: SMOKING**

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Copies of this Policy are available in alternative formats.

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## **POLICY: SMOKING**

All reference to 'we', 'our' or 'us' in this Policy should be read as meaning Sandbourne Housing Association.

### **1. Purpose and aim of the Policy**

- 1.1 On the 1 July 2007, England introduced a new law to make virtually all enclosed public places and workplaces in England smoke free. The smoke free law applies to all 'enclosed' and 'substantially enclosed' public places and workplaces. This includes both permanent structures and temporary ones, such as tents and marquees. It also means that indoor smoking rooms in public places and workplaces are no longer allowed.
- 1.2 This Policy has been developed to protect all employees, service users, tenants (any references to 'tenants' includes leaseholders and shared ownership occupiers) and visitors from exposure to second hand smoke and to assist compliance with the Health Act 2006.
- 1.3 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 airspace does not completely stop potentially dangerous exposure.
- 1.4 We fully comply with this legislation.

### **2. Staff, contractors and visitors**

- 2.1 Smoking, including e-cigarettes, is banned in our offices and all other enclosed communal areas within our premises.
- 2.2 Arrangements as to where and when staff may smoke must be agreed with the Chief Executive.
- 2.3 It is expected that staff will not smoke at all whilst on duty, except during recognised work breaks and only outside any enclosed area within our premises.
- 2.4 Staff, contractors and visitors must ensure that they properly dispose of all smoking litter.
- 2.5 All members of staff, contractors and visitors to our premises will be expected to abide by this Policy.

2.6 Staff having difficulty in adhering to these arrangements should discuss the matter with their line manager in the first instance.

**3. Tenants and their visitors**

3.1 Tenants and their visitors have a right to smoke in their own home but our staff and contractors also have a right to require that they do not do so whilst they are present in the tenant’s home. You have the right for staff and contractors to not smoke in your home and they should not do so.

3.2 No one is permitted to smoke in our offices or in any enclosed communal area, including guest rooms, within any of our premises.

**4. Implementation**

4.1 Overall responsibility for policy implementation rests with our Chief Executive. However, all staff are obliged to adhere to, and support the implementation of this Policy. The Chief Executive shall inform Board members, all employees, consultants, contractors and our tenants of the Policy and their role in the implementation and monitoring of the Policy. New personnel will also be given a copy of the Policy on recruitment/ induction.

4.2 Appropriate no-smoking signs are clearly displayed at the entrances to and within all our premises.

**5. Non-compliance**

5.1 Disciplinary procedures will be considered if a member of staff 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.

5.2 Tenants and/or their visitors (for whom they are responsible) who do not comply with this legal requirement may have action taken against them as a result of a breach of the ‘nuisance’ aspect of their tenancy/lease obligations.

**6. Equality impact assessment**

Age	Neutral
Being or becoming a transsexual person	Neutral
Being married or in a civil partnership	Neutral
Being pregnant or on maternity leave	Neutral
Disability	Neutral
Race including colour, nationality, ethnic or national origin	Neutral
Religion, belief or lack of religion/belief	Neutral
Sex	Neutral
Sexual orientation	Neutral

**7. Consultation arrangements**

7.1 No consultation is required.