

Smoking Policy

POLICY STATEMENT

Second-hand smoke is bad for people's health because it is a recognised carcinogen (it is known to cause cancer in humans) and it can significantly increase a person's likelihood of getting lung cancer or heart disease.

Chelmer Housing Partnership (CHP) recognises that our employees have the right to work, and service-users have the right to access communal facilities, in a smoke-free environment. This policy applies to not only traditional nicotine tobacco cigarettes but also to pipes, cigars and herbal tobacco.

This policy is to enable legislation to be complied with and all CHP employees, visitors and temporary staff are expected to abide by the terms of this policy.

Please contact us if you would like a copy of this document in large print, British Sign Language DVD, on CD or in another language:

আপনি যদি এই নথিটির একটি কপি বড় প্রিন্টে, ব্রিটিশ সাইন ল্যাঙ্গুয়েজ ডিস্কিভিতে বা অডিও (সিডি) ফরম্যাটে পেতে চান, অনুগ্রহ করে, আমাদের সাথে যোগাযোগ করুন। (Bengali)

Proszę się z nami skontaktować jeśli pragnęliby Państwo copię tego dokumentu dużym drukiem, na DVD w Brytyjskim Języku Migowym, w innym języku albo na płycie audio (CD). (Polish)

倘若您需要本檔 以大字體、英式手語 DVD、另外一種語言或音頻 (CD) 格式提供，請聯絡我們。(Cantonese)

Lütfen bu belgenin büyük baskılı hali, İngilizce DVD veya farklı dillerde ya da ses (CD) ortamı gibi talepleriniz olması durumunda bizimle irtibata geçin. (Turkish)

1. POLICY AIMS

- 1.1 This Policy aims to clearly set out guidelines on how CHP's policy of protecting its employees against the effects of second-hand smoke will be implemented and publicised.

2. STATUTORY, REGULATORY & CORPORATE RESPONSIBILITIES

- 2.1 The Health Act and Smoke Free Regulations 2006 ban smoking in all workplaces and substantially enclosed public places from 1st July 2007. The enforcement of this new law will be the responsibility of the Local Authority's Environmental Services Department.

3. POLICY DETAILS

- 3.1 This policy is written with employees' and the users of CHP communal facilities' best interests in mind. The right of people to breathe clean air prevails over the right of the smoker to smoke.

Responsible Member of Staff:	Health & Safety Advisor and HR Manager
Approved by:	24 th July Board
Next Review Date:	July 2011

- 3.2 Smoking is not allowed:
- Within the boundaries of all CHP's workplaces (e.g. Myriad House, Atholl House & sheltered schemes);
 - On any part of the BAE-owned West Hanningfield Road site, except the clearly signposted BAE-designated smoking areas to be found either side of Prospect House;
 - in any CHP company vehicle which is not used exclusively by an individual;
 - in any communal area/lounge/stairwell/corridor/immediate vicinity of a CHP-managed block of flats/maisonettes (tenants are permitted to smoke within their own properties).
- 3.3 Smoking breaks are not permitted except during the lunch break hours i.e. 12.00 p.m. to 2.00 p.m.
- 3.4 The ban cannot extend to private cars used on CHP business or to individual tenant residences, however, CHP employees visiting or working in the home of a CHP tenant have the right to work in a smoke-free environment. Customers will be requested not to smoke during an appointment; if they do insist on smoking in the property they must not do so in the room in which the CHP employee is working. If the tenant refuses these requests and continues to smoke in the presence of the CHP employee, the employee has the right to refuse to continue working and in liaison with their line manager, can leave the property. A Smoking Policy Statement leaflet clearly identifying the rights of a CHP employee working in a tenant's home to work in a smoke-free environment will be produced for CHP employees to provide customers with.
- 3.5 'No smoking' signs will be put up where necessary (including at each public entrance to CHP work premises and in relevant company vehicles) to remind employees and inform visitors.
- 3.6 This policy is intended to benefit all employees and visitors. All employees are responsible for its continued implementation.
- 3.7 In the event of a member of staff not respecting this policy, their manager will attempt to resolve the situation informally in the first instance. Ultimately, repeated breaches of the policy will result in disciplinary procedures.
- 3.8 Any employees wishing to give up or cut down on their smoking are referred to the following resources:
- www.gosmokefree.co.uk
 - www.givingupsmoking.org.uk
 - Chelmsford area NHS Stop Smoking Services on 0800 085 2113 or 0800 328 4390
 - National NHS Stop Smoking Services on 0800 169 0169

4. POLICY CONSULTATION, PROMOTION & EVALUATION

- 4.1 Information on this policy will be circulated to all (existing and new) employees & 'no smoking' signs will be put up where necessary. Employees will be given twelve weeks notice of any changes made to this policy.
- 4.2 This policy will be formally reviewed every three years by the Health & Safety Committee, the JNCC and the Board.

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5. LINKS

- 5.1
 - Health Act 2006
 - Smoke-free (Premises & Enforcement) Regulations 2006
 - Smoke-free (Signage) Regulations 2006

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