

Railway Housing Association & Benefit Fund

Smoke Free Policy

1. Statement of Intent

The Association is committed to ensuring that all of our workplaces and communal residential spaces are smoke free so that employees, residents, customers and visitors are protected from exposure to second hand smoke. This is in accordance with the Health Act 2006 which prohibits smoking in public places and workplaces if they are 'substantially enclosed'.

This policy applies to all employees, residents, Board members, contractors, consultants, customers and visitors.

2. Implementation

2.1 Workplaces

Smoking is prohibited in all enclosed and substantially enclosed premises in the Association's workplaces. This includes company vehicles, and privately owned vehicles when being used for Association business purposes. The Association also prohibits smoking in the outside spaces that are within the curtilage of all Association buildings.

2.2 Residential Buildings

Smoking is also prohibited in the communal areas of all Association buildings such as sheltered schemes and blocks of flats. This includes staircases, lifts, corridors, communal lounges and outside spaces that are within the curtilage of the building. The enclosed spaces are also classed as places of work for maintenance and cleaning.

Residents and customers are requested not to let anyone smoke in their home for at least an hour before a pre-arranged visit is made by an Association employee or contractor. Under the Association's duty of care to its own employees, staff will be advised not to visit any dwelling where they may be in danger of inhaling smoke fumes.

2.3 Awareness

'No smoking' signs will be clearly displayed at the entrances to, and within, the Association's premises and in company vehicles.

All employees will be informed of this policy and it will form part of their Terms and Conditions of Employment.

The policy will be publicised to all residents, and also to applicants prior to a home visit being made.

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2.4 Non Compliance

Anyone not complying with the smoke free law may be liable to criminal prosecution and a fixed penalty fine.

Disciplinary procedures will be invoked if a member of staff does not comply with this policy.

Any resident who does not comply with the request to prevent smoking in their home at least one hour before a pre-arranged visit by Association staff or contractor, could delay essential maintenance work to their home and may be recharged any costs made by a contractor who is unable to work in the property due to smoke fumes.

2.5. Assistance to Stop Smoking

The NHS offers a range of free services to help smokers stop smoking –

- Telephone the NHS Smoking Helpline 0800 1690169 or
- Visit 'gosmokefree.co.uk' or
- Text 'GIVE UP' and your full postcode to 88088

3. Responsibility

The Chief Executive is responsible for the effective implementation of this policy.

4. Review

This policy will be reviewed biennially or sooner should there be any change in statutory requirements.

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This policy applies to the beneficiaries of Joseph Hornby Stockdale Almshouses

October 2007