



## **Wigan and Leigh Housing - No Smoking Policy**

This policy applies to all employees, board members, tenants, customers, contractors and visitors to our buildings. The policy will be applied fairly and consistently.

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### **Aim:**

Wigan & Leigh Housing is committed to ensuring the health, safety and welfare of employees, board members, tenants, customers, contractors and other people visiting our buildings.

In compliance with the Health Act 2006, we aim to provide a smoke free working environment, which ensures that no one is put at unnecessary risk from exposure to second hand tobacco smoke and also minimises the associated risk of fire.

This policy covers Wigan & Leigh Housing workplaces and vehicles, and the communal areas in the residential buildings we manage.

### **Guiding principles:**

- Promoting good health and well-being of employees, tenants and others
- Communicating a positive and responsible corporate image
- Demonstrating that the health and safety of our employees is of the utmost importance.

### **Arrangements:**

The following arrangements concern where and when a person smokes and are about managing the effect this may have on colleagues, customers and the wider community. These arrangements are not about an individual's right to smoke.

- Smoking is not permitted in any of our office buildings and car parks or in entrances, doorways and areas surrounding the building.
- Smoking in Wigan and Leigh Housing vehicles is not permitted. Employees who use their own vehicle or a lease vehicle for work must not smoke whilst the vehicle is used to carry passengers for work related purposes.
- Smoking in your own vehicle while parked on site is not permitted.
- Smoking is not permitted in any of the communal areas of flat blocks or sheltered housing schemes.
- Employees are not permitted to take smoking breaks during working hours and must not smoke during the working day while wearing Wigan and Leigh Housing uniform and / or ID
- Smoking is not permitted at meetings arranged or attended by our employees. This must be explained to the organisers, in advance of the meeting.
- Tenants are asked not to smoke when an employee or representative of Wigan & Leigh Housing is visiting their home. If smoking is taking place, we do not expect our employees or representatives to stay and alternative arrangements will be made.

## **Communication**

- A copy of the policy is available on the website
- All job adverts, job person specifications and job offer letters make reference to this policy.
- Reference to this policy is included in the induction pack for new employees
- An information leaflet is provided to new tenants
- Managers are responsible for promoting a smoke free working environment by ensuring employees, customers, contractors and other building users are informed of this policy

## **Implementation**

- Advice and support is available to assist employees who wish to stop smoking, including paid time off to attend smoking cessation classes
- Where a specific problem is identified, for example due to an employee's health problems or increased sensitivity to tobacco smoke, or where a tenant is refuses to refrain from smoking during visits, the line managers will carry out risk assessment and take appropriate action to minimise any risk to the employee or colleagues
- If a tenant or their family members, friends or other visitors are smoking during a home visit, we do not expect our employees or contractors to stay. The employee should politely explain the policy to the tenant and if the smoking continues, should leave. Managers must provide support and guidance to employees or contractors who refuse to work in a tenants home because of concerns about second hand smoke, and should explore alternatives with the employee or contractor and the tenant with a view to finding a solution.

## **Signage**

- The designated responsible person at each building must ensure that adequate and appropriate signs are in place. Signs must be checked as part of the level one fire risk assessment and any missing or damaged signs replaced promptly.

## **Enforcement**

- Managers are responsible for ensuring the policy is applied consistently at their workplace and in any residential accommodation they manage.
- Managers are responsible for enforcing the policy through disciplinary action, action under the tenancy agreement or other action in conjunction with enforcement agencies as appropriate.

**Further information and guidance is available from the Human Resources Team.**

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