

(Your Address)

(Their Address)

Date

Dear Sir/Madam

Re: Important information for people receiving home visits – (organisation name) smoking policy

I am writing with regards to a home visit due to take place on (date) with (health professional's name).

In line with the Health and Safety Act 1974 (Organisation name) has a duty in common law to take reasonable care to protect the health of employees. Second-hand smoke, or passive smoking as it's sometimes called, has been found by the Government Scientific Committee on Tobacco and Health to be detrimental to people's health.

We therefore ask if you would do everything possible to provide a smoke free environment when our employees visit you in your home. Taking the following actions will help protect our employees from exposure to second-hand smoke:

- Refraining from smoking inside the part of the home in which the visit is due to take place, at least an hour before the employee arrives
- To ensure any other people do not smoke in the area during the visit, preferably by going outside to smoke
- Opening windows and doors before the visit to clear the smoke

We ask our employees to assess whether any environment they enter is safe for them to provide their services. If a smoke free environment cannot be provided, a risk assessment will be required in order to reduce risk to a level that is as far as is reasonably practicable. We will support employees to leave an environment they deem to be unsafe. If necessary, you will be offered alternative treatment options.

To assist you in this, all routine visits will be pre-booked and you will be given a time for the visit. If the staff member is delayed, you will be contacted as soon as possible.

Thanking you in advance for your co-operation,

Yours sincerely

(signed)