



# Smoke Free Policy

Further work is being undertaken with developing this policy

## Document Summary

To protect Employees, Patients and Service Users from exposure to second-hand smoke by ensuring all Trust premises are smoke free

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### Important Note:

**The Intranet version of this document is the only version that is maintained.**

Any printed copies should therefore be viewed as “uncontrolled” and, as such, may not necessarily contain the latest updates and amendments.





## Contents

1	Introduction .....	2
2	Scope.....	2
3	Statement of Intent .....	2
4	Definitions .....	2
5	Duties .....	2
6	Details of the Policy .....	3
7	Training .....	5
8	Related Trust Policy/Procedures.....	5
9	References/Bibliography .....	5
10.	Monitoring Compliance with this Document.....	5



## 1 Introduction

This policy has been developed to protect employees, patients and service users from exposure to second-hand smoke and to comply with the Health Act 2006, which banned smoking in enclosed and substantially enclosed work and public places throughout the United Kingdom since July 2007.

## 2 Scope

This policy applies to all employees, volunteers, contractors, patients, service users and other persons accessing Trust premises for any reason whatsoever.

## 3 Statement of Intent

Smoking and the use of electronic cigarettes (e-cigarettes) is not permitted at any time, in any building, premises, or grounds, managed, leased, or owned by the Trust; including entrances, grounds and car parking areas, plus associated sites and Trust vehicles.

## 4 Definitions

- **Smoking** is the inhalation of the smoke of burning tobacco or other combustible substances encased in cigarettes, pipes, and cigars.
- **e-cigarettes** are battery-powered products that release a visible vapour containing liquid nicotine which is inhaled by the user.

## 5 Duties

### 5.1 The Trust

The Trust has a responsibility to ensure staff are not exposed to health risks from passive smoking at work. The Chief Executive has overall responsibility for all aspects of this policy, and delegates that responsibility to senior managers of the Trust as detailed below.

### 5.2 Managerial Responsibility

Managers will take reasonable steps to ensure that adequate arrangements are in place to enable the policy to be fully implemented throughout the Trust. This will include ensuring that employees, volunteers, patients, service users, contractors and visitors to the Trust are made aware of the policy.

Managers have a duty to enforce the policy within their area of responsibility and to ensure any breaches are dealt with appropriately.



### **5.3 Occupational Health Department**

Occupational Health will provide literature for the Trust to promote Stop Smoking initiatives and can signpost staff wishing to stop smoking to appropriate support.

### **5.4 Staff**

Have a duty to comply with the requirements of this policy and also to adhere to the no smoking policies of any external organisations they visit during the course of their work.

## **6 Details of the Policy**

### **6.1 Staff**

All staff (whether uniformed or not, and including contracted, agency and other external staff) are not permitted to smoke on any Trust site, including buildings, grounds entrances/exits, car parks, pavements and walkways, and residences.

Staff are not permitted to smoke at any time in public when representing the Trust and when attending meetings on behalf of the Trust, wherever these are held.

Smoking by any member of staff whilst on escort duty off site, or working in a community setting, is prohibited.

Smoking is not allowed in any vehicle owned, leased or hired by the Trust. Staff who utilise their private vehicles to transport patients or colleagues, are not permitted to smoke, or allow passengers to smoke, whilst on Trust business.

Smoke breaks are not permitted whilst on shift and staff should not return to work smelling of smoke after any breaks.

Staff are expected to have consideration for local neighbours. This includes avoiding smoking directly outside a neighbouring business or property, discarding cigarettes on neighbouring grounds or littering the neighbouring community.

#### **6.1.1 Support**

The Trust intranet will contain links to sources of help and information regarding smoking cessation, including NHS Smoke Free Helpline and NHS Choices.

#### **6.1.2 Breaches**

If a staff member breaches the policy then in the first instance line managers should discuss the issue with them and ensure they fully understand the smoke free policy. Further breaches may be dealt with under the Trust's Disciplinary Policy.



## **6.2 Visitors**

All visitors and contractors are required to abide by the smoke free policy. Staff members are expected to inform visitors and contractors of the policy. However they are not expected to enter into any confrontation that may put their personal safety at risk.

## **6.3 Patients**

To comply with the Trust's Smoke free Policy, smokers will need to abstain from smoking whilst in Trust buildings and grounds during an inpatient admission. All patients are to be asked about their smoking status as part of the initial health screening process. Encouragement and support to cease smoking should form part of the clinical management plan for all smokers. Nicotine replacement patches are available on the in-patient units, but must be prescribed.

Offering support to quit or manage tobacco withdrawal symptoms during a period of temporary abstinence, rather than asking a smoker how interested are they in stopping or telling a person they should stop, leads to more people making a quit attempt. The most effective method of quitting or managing tobacco withdrawal symptoms during a period of temporary abstinence is with combination Nicotine Replacement Therapy (i.e. a patch and oral product) and behavioural support. Advising the smoker that stopping smoking is one of the best things they can do for their health and wellbeing and is recommended by the Department of Health. Advice can be obtained via the patient's own GP or local pharmacy.

Patients should be discouraged from leaving Wards/Departments to smoke outside. If they choose to leave the Ward/Department unescorted they do so at their own risk.

If patients are known to be smoking on the Ward, they should be made aware of the Trust's no smoking policy, the fire risk and informed that it is illegal to smoke on Trust premises.

Patients in community settings will be informed about the smoke free policy in the Trust. Those who are receiving treatment in their own home will be asked to ensure that they do not smoke for one hour prior to or during their treatment session. If patients struggle to comply with this policy the staff will explore with the patient a variety of options such as using an NRT product during the treatment session or smoking in a different room than the one used for the treatment session and ultimately that staff have the choice of terminating the visit if a patient continues to smoke. Patients in community settings that persistently fail to comply with the policy will be reviewed by their care team and appropriate action agreed taking into account their need for treatment and their risk assessment.

## **6.4 Reporting of Smoking Related Incidents**

All members of staff should use the on-line Incident Reporting system to promptly share information about any difficulty with implementation of the smoke free policy. Analysis of all recorded incidents enables the Trust to be both proactive and reactive to reduce the impact and likelihood of future recurrence



## 7 Training

There is no specific training associated with this policy.

## 8 Related Trust Policy/Procedures

Disciplinary Policy

## 9 References/Bibliography

Smoke Free [www.nhs.uk/smokefree](http://www.nhs.uk/smokefree)

Stop Smoking - Live Well – NHS Choices [www.nhs.uk/livewell/smoking](http://www.nhs.uk/livewell/smoking)

## 10. Monitoring Compliance with this Document

The table below outlines the Trusts' monitoring arrangements for this policy/document. The trust reserves the right to commission additional work or change the monitoring arrangements to meet organisational needs.

Aspect of compliance or effectiveness being monitored	Monitoring Method	Individual responsible for the monitoring	Frequency of the monitoring activity	Group/ committee which will receive findings/monitoring report	Group/ committee/ individual responsible for ensuring that actions are completed
Review of incidents	Ulysses Report of incidents relating to smoking	Clinical Risk & Safety Manager to provide twice yearly report	6 monthly	Health & Safety Committee	Health & Safety Committee