

SMOKE FREE SITE POLICY

Amendments			
Date	Page(s)	Comments	Approved by
Dec 2013	All	Minor change - Reference to NICE guidance added	Chris Bell (Chairman's action, Health & Safety Committee)

Compiled by: Colin Matthew, Health, Safety and Security Advisor
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Contact name for comments: Colin Matthew, Health, Safety and Security Advisor

ASHFORD AND ST PETER'S HOSPITALS NHS FOUNDATION TRUST

SMOKE FREE SITE POLICY

See also: Health and Safety Policy
Alcohol & Drugs at Work
Dress Code Policy
Fire Policy
Disciplinary Policy

1. INTRODUCTION

Tobacco smoking remains the single greatest cause of preventable illness and premature death in England. (NICE Public Health Guidance 48, November 2013). A total ban on smoking in the buildings and grounds of secondary care services complements the duty of care on healthcare staff and the organisation to protect the health of people using their services and promote healthy behaviour.

The Public Health White Paper, Choosing Health, makes a clear commitment to secure a smoke free NHS.

The Health Act 2006 sets out that premises that are open to the public, or are used as a place of work by more than one person are to be smoke free in England. This is reinforced by the National Institute for Health and Care Excellence publication Smoking cessation in secondary care: acute, maternity and mental health services.

Section 2(2) of the Health and Safety at Work etc Act 1974 places a duty on employers to "provide and maintain a safe working environment which is, as far as is reasonably practicable, safe and without risks to health and adequate as regards facilities and arrangements for their welfare at work."

Ashford & St Peter's Hospitals NHS Foundation Trust (hereinafter referred to as the Trust) has a responsibility for the maintenance and, wherever possible, improvement of the health of its patients, visitors, contractors, staff and the wider public it serves. The Trust acknowledges that breathing other people's smoke is both a public health hazard and welfare issue, proven to cause ill health.

Second hand smoke (breathing other people's tobacco smoke) has now been shown to cause lung cancer and heart disease in non- smokers as well as many other illnesses and minor conditions.

This policy recognises that second hand smoke adversely affects the health of all employees. It is not concerned with whether anyone smokes but where they smoke and the effect it has on patients, visitors, colleagues and other members of the wider health community. It is also concerned with the exclusion of such preventable carcinogenic substances in the locality of the Trust's hospital sites.

The Trust actively encourages its employees to refrain from smoking both in their own interests and as representatives of a major public body whose purpose is to improve health.

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2. PURPOSE

The Trust is committed to ensuring a safe and healthy working environment for its employees, patients, contractors and visitors. It recognises its responsibilities under Health and Safety legislation. It also acknowledges the well-recognised dangers of second hand smoke and takes into account the potential effects of this on patients, staff contractors and visitors.

The Trust therefore actively discourages smoking and takes the view that smoking is not permitted in any of its grounds or premises. In addition, staff identifiable as Trust employees should not smoke within view of the public or patients. (see Dress Code Policy).

All Trust buildings, grounds (including car parks) are designated smoke free.

This policy seeks to:

- Provide a healthy working environment and to protect the current and future health of employees, patients and visitors from the harmful effects of passive smoking
- Eliminate exposure for non-smokers to second hand smoke in or on any of the Trust's grounds or premises or vehicles
- Comply with Smoke Free and Health and Safety legislation and Government Policy
- Raise awareness of the dangers associated with exposure to tobacco smoke
- Assist smokers who wish to stop smoking
- Demonstrate to everyone that, as a health-promoting organisation, the Trust actively discourages smoking.

This policy applies to:

- All persons present in or on any of the Trust's grounds or buildings. This includes all staff, bank and agency staff, volunteers, students, contractors, patients and visitors.
- All persons travelling in Trust-owned vehicles
- Any staff identifiable as employees of the Trust on or off Trust premises, whilst providing services to patients, including a patient's home.

3. DUTIES

3.1 THE TRUST CHIEF EXECUTIVE

The Trust Chief Executive is responsible for ensuring this policy is implemented and that there are sufficient resources available to do so.

3.2 TRUST DIRECTORS

Trust directors are responsible for ensuring that managers and staff comply with this policy and that they have appropriate resources to do so.

Trust directors are responsible for ensuring that there are stop-smoking services available for patients and staff who wish to use them.

3.3 TRUST MANAGERS

Trust managers are responsible for:

- monitoring the policy in their department and ensuring that their department is adhering to the smoke free site policy.
- supporting staff if they report any breaches of this policy
- supporting any members of staff who wish to stop smoking by providing adequate time during normal working hours for them to receive relevant counselling and/or treatment.

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3.4 TRUST STAFF

Trust staff must comply with this policy.

Employees who smoke but who do not wish to stop smoking must not smoke in or on any of the Trust's grounds or buildings.

Trust staff are strongly encouraged to advise anyone seen smoking in or on any of the Trust's grounds or buildings, that the Trust has a smoke free site policy and that smoking is not permitted. It is suggested that people's attention is drawn to the large number of "smoke free" signs that are displayed throughout the Trust's buildings and grounds.

4. SMOKE FREE SITE

All Trust grounds, buildings and vehicles are NO SMOKING AREAS.

Smoking materials must not be sold in or on any of the Trust's grounds or buildings; nor may staff supply tobacco products to patients.

5. CONTRACTS AND GENERAL COMMUNICATION

This policy and local implementation details should be routinely covered in a new employee's induction programme.

Invitations to tender and contracts with external organisations (for example, to provide building works) will include a statement that the Trust operates a smoke free site policy. No contractor or their sub-contractors will be permitted to smoke when in or on any of the Trust's grounds or buildings.

Service level agreements with external bodies (for example to provide patient transport services) should state that individuals supplying a service to the Trust are required to comply with the smoke free site policy whilst in or on any of the Trust's grounds or buildings or in any Trust-identifiable vehicles.

Where appropriate all Trust correspondence, e.g. letters and appointment cards, and all Trust literature e.g. patient information leaflets and general publications, will contain a short, standard statement that the Trust operates a smoke free site policy throughout its grounds and buildings at all times.

Smoke free site and no smoking signs will be displayed widely.

Information about the Trust's smoke free site policy will be provided in the patient and staff handbooks, in all recruitment literature and job offers, and in department safety policies. Information about the Stop Smoking Service will be widely displayed around the Trust.

6. EXCEPTIONS

The Trust Board recognises that some patients have circumstances that will require staff to make an assessment as to whether special arrangements need be made so that the patient is permitted to smoke on a Trust site. Permission to grant an exception will rest with the nurse in charge of the ward or department who must then complete a Trust incident form.

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In all cases where an exception has been made, there should be demonstrable evidence that smoking cessation has been fully considered as part of the patient care pathway, in conjunction with the patient and/or their relatives. Where an exception is made, every effort must be made to minimise staff exposure and the exposure of other patients, to smoke. This means that smoking is only permitted outdoors where staff and other patients are not in close proximity to the smoker and ideally, in a pre-determined area, out of sight of other patients which is well lit and in view of CCTV cameras for security.

Where exceptions are made nursing staff should review, with the doctor and patient nicotine replacement therapy being prescribed.

7. STOP SMOKING SUPPORT

Staff, patients, contractors and the public that the Trust serve can find support to stop smoking at:

- Text QUIT plus your postcode to 88088
- NHS Smoking Helpline 0800 169 0169
- Textphone 0800 169 0171
- WWW.NHS.UK/SMOKEFREE

Staff can also find support at:

- Occupational Health Ext: 2404

NHS Smokefree booklets “Stop Smoking Start Living” are available from the Occupational Health Department.

8. EQUALITY AND DIVERSITY

This policy has been assessed to ensure that it does not benefit or disadvantage any group by way of race, disability, gender, religion, belief, sexual orientation or age. A copy of the Equality Impact Assessment is attached.

9. MONITORING

This policy will be monitored by the Trust Health and Safety Committee with reference to incident records. Breaches will be referred to appropriate managers for action.

10. IMPLEMENTATION AND TRAINING

This policy and associated procedures will be available to all staff via the Intranet. Hard copies of this document should be kept locally for easy reference.

Managers are responsible for ensuring that their staff are aware of this policy and are kept informed of any changes or additions.

The contents of this policy will be included in mandatory training and induction.

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11. REFERENCES AND BIBLIOGRAPHY

The case for a completely smoke free NHS in England - Health Development Agency
The Health Act 2006
The Health and Safety at Work etc Act 1974
Choosing Health – Department of Health
Guidance for Smokefree Hospital Trusts – Health Development Agency
NICE Guidance on smoking cessation in secondary care. Ph48

12. GLOSSARY

Trust grounds or buildings means anywhere within the boundaries of both the St Peter's Hospital site and Ashford Hospital site and any other property owned or operated by the Trust. Plans of Trust properties are available from the Facilities Office at St Peter's Hospital

Manager means anyone who has line management responsibility for another whether or not the term manager appears in their job title.

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Equality Impact Assessment Summary

Background

- Description of the aims of the policy
- Context in which the policy operates
- Who was involved in the Equality Impact Assessment

This policy has been developed to comply with the requirements of the Public Health White Paper "Choosing Health" which dictates that all NHS premises, including grounds, shall be smoke free.

Methodology

- A brief account of how the likely effects of the policy was assessed (to include race and ethnic origin, disability, gender, culture, religion or belief, sexual orientation, age)
- The data sources and any other information used
- The consultation that was carried out (who, why and how?)

The policy is based on guidance provided by the NHS and is not likely to have any Equality or Diversity implications.

Key Findings

- Describe the results of the assessment
- Identify if there is adverse or a potentially adverse impacts for any equalities groups

The policy is based on current NHS guidance and there are no potential impacts for any equality groups.

Conclusion

- Provide a summary of the overall conclusions

The policy provides fair, consistent guidance on managing health and safety in the workplace.
<p>Recommendations</p> <ul style="list-style-type: none"> • State recommended changes to the proposed policy as a result of the impact assessment • Where it has not been possible to amend the policy, provide the detail of any actions that have been identified • Describe the plans for reviewing the assessment
No changes recommended.

Guidance on Equalities Groups

Race and Ethnic origin (includes gypsies and travellers) (consider communication, access to information on services and employment, and ease of access to services and employment)	Religion or belief (include dress, individual care needs, family relationships, dietary requirements and spiritual needs for consideration)
Disability (consider communication issues, access to employment and services, whether individual care needs are being met and whether the policy promotes the involvement of disabled people)	Sexual orientation including lesbian, gay and bisexual people (consider whether the policy/service promotes a culture of openness and takes account of individual needs)
Gender (consider care needs and employment issues, identify and remove or justify terms which are gender specific)	Age (consider any barriers to accessing services or employment, identify and remove or justify terms which could be ageist, for example, using titles of senior or junior)
Culture (consider dietary requirements, family relationships and individual care needs)	Social class (consider ability to access services and information, for example, is information provided in plain English?)

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