

SMOKE FREE POLICY

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Ratified by	Policy Committee
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Sponsor	Kath Griffin, Director of Human Resources

Version Control

Version	Date of Amendments	Author	Update comments
1.0	April 2011	Kath Griffin, Director of Human Resources	Rewrite of existing policy
2.0	May 2011	Kath Griffin, Director of Human Resources	Incorporated HRSG comments
3.0	June 2011	Kath Griffin, Director of Human Resources	Incorporated JCG comments
4.0	July 2011	Kath Griffin, Director of Human Resources	Incorporate EB comments
5.0	July 2014	Anna Porter, Occupational Health & Wellbeing Manager	Policy Review in line with Policy on Procedural Documents
5.1	July 2014	Jan Armstrong, Deputy Director of HR	Policy Committee comments incorporated

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**CITY HOSPITALS SUNDERLAND NHS FOUNDATION TRUST
DOCUMENT APPROVAL PROFORMA**

Policy Title: Smoke Free Policy			
Policy Number: HR10.NS.5.1			
Name of Author: Anna Porter, Occupational Health and Wellbeing Manager			
Name of Sponsor: Kath Griffin, Director of Human Resources			
New Policy:		No	
Reviewed Without Amendments:		No	
Type of Policy:	Risk management	<input type="checkbox"/>	
	Operational policy	<input type="checkbox"/>	
	Operational guidelines	<input type="checkbox"/>	
	Mental Health Act		
	Human Resource	X	
	Control of infection	<input type="checkbox"/>	
	Drugs policy	<input type="checkbox"/>	
	Other	<input type="checkbox"/>	
Equality Impact Assessment: If this policy has a potential discriminatory impact please record below the person who has informed and involved the sponsor:			
Name: Kath Griffin			
Title: Director of Human Resources			
Date:			
NB: It is the sponsor's responsibility to submit the policy through the CHS approval route.			
Checklist for the review and approval of the policy			
	Is the policy compliant with:	Yes/No	Comments
	Corporate style	Yes	
	Format including duties,	Yes	
	Content; intended outcomes clearly described	Yes	
	Evidence base; key references	Yes	

	included and cited in full		
	Associated documentation recorded	Yes	
	Review/consultation process: List of groups/committees included with the policy	Yes	
	Appropriate stakeholders consulted	Yes	
	Approval: Staff side committee (if appropriate)		
	Dissemination & implementation: appropriately described	Yes	
	Training: requirements included (where appropriate)	Yes	
	Document control: table updated appropriately	Yes	
	Monitoring compliance/ effectiveness: adequate description and appropriate monitoring	Yes	
	Review date: identified and acceptable	Yes	
	Page numbers: correct with index	Yes	
	Intranet to be updated: Record the date and person responsible	Yes	Andrea Hetherington 21 07 14
	Individual approval; Policy author	Date	Sign
	Director of Corporate Affairs: update version control and approval of the process	Date	Andrea Hetherington 21 07 14
	Policy archived		Andrea Hetherington 21 07 14

Committee Approval

Committee which forms the approval process: Policy Committee

Date of approval: 10 July 2014

Signature of Chair of Committee, including approval:

1.0 INTRODUCTION

Smoking is a major cause of illness and early death and the government is taking active measures to decrease smoking behaviour by reducing the number of public areas in which smoking is permitted.

From 1 July 2007, the Government introduced a law making virtually all enclosed public places and workplaces in England smoke free, thus supporting a healthier environment enabling everyone to socialise and work free from passive smoke inhalation.

The Trust is committed to minimising smoking on Trust premises and to helping staff, patients and visitors to achieve greater health through smoking cessation.

The Trust recognises that it has a legal obligation under the Health and Safety at Work Act 1974 S2 to provide and maintain a working environment for all employees that is so far as is reasonably practical, safe and without risks to health.

2.0 PURPOSE AND SCOPE

The purpose of this policy is to:

- Ensure that non-smokers can work in or visit the Trust in a smoke free environment.
- Support patients and employees who wish to stop smoking
- Encourage employees to become involved in health promotion initiatives
- Set a good example to the public and enhance the image of the Trust through positive action
- Demonstrate adherence to the national policy.
- Adhere to National No Smoking principles in line with The Smoke Free Regulations 2007.

This policy applies to all people on Trust sites, including employees, volunteers, contractors, patients and visitors.

The policy is applicable on all Trust property/premises (owned or rented), including inside and outside of buildings, the hospital grounds and car parking areas as well as Trust vehicles.

This policy also applies to the use of all tobacco products and all varieties of electronic cigarettes or cigars currently advertised as an alternative to smoked tobacco products. This decision is as a result of the unregulated content of electronic cigarettes and similar devices, the need to charge appliances, the vapour produced, which imitates smoke and the perception that an individual is 'smoking'.

3.0 DUTIES

3.1 Board of Directors

The Board of Directors is responsible for ensuring that there is a robust system in place to ensure employee and patient safety. This includes having a systematic process in place for the development, authorisation and management of policies.

3.2 Chief Executive

The Chief Executive of the Trust has overall responsibility for all aspects of this policy and is ultimately responsible for implementing the requirements of this policy that are delegated to senior managers as detailed below.

3.3 Policy Committee

The Policy Committee is a sub-committee of the Board of Directors, established to formally ratify new and revised organisational policies that have been through the appropriate consultation route and then agreed by the Executive Committee. The Policy Committee is chaired by a Non-Executive Director and has a duty to ensure that all policies comply with the format outlined within this policy.

3.4 Executive Committee

The Executive Committee is responsible for approving all new and revised organisation-wide policies prior to submission to Policy Committee for ratification.

3.5 Divisional General Managers

Divisional General Managers will ensure that managers are aware of the policy and are supported in enforcing it.

3.6 Line Managers

Line managers will take reasonable steps to ensure that adequate arrangements are in place to enable the policy to be fully implemented at ward and departmental level. This will include ensuring that all employees, patients and visitors comply with the policy.

If a line manager directly witnesses an employee smoking in breach of this policy they should take appropriate action in line with the Trust's Disciplinary Procedure. In addition, line managers should provide information to employees on the policy and support mechanisms available for staff who wish to stop smoking

Line managers should ensure that patients and visitors are aware of the policy and the location of the Smoking Shelters that are available on site for their use.

3.7 Occupational Health Department

The Occupational Health Department will provide advice to employees wishing to stop smoking. This will include referral to specialist services. Educational literature and information will be provided at any available opportunity e.g. employee benefits day, national no smoking days.

3.8 Employees

Employees must comply with the requirements of this policy by not smoking on Trust premises including the Smoking Shelters.

All employees will, in addition to adherence to this policy, be expected to adhere to the no smoking policies of any external premises at which they are working, based or visiting.

Smoking is not allowed in any vehicle owned, leased or rented by the Trust. In addition, vehicle owners who utilise their private vehicles for work, transportation of patients or transportation of equipment will not be permitted to smoke or allow passengers to smoke whilst on Trust business.

Employees will not be permitted to smoke whilst in their own vehicle on Trust premises.

Smoking breaks are not permitted whilst on duty.

4.0 DEFINITIONS

Smoking is the inhalation of the smoke of burning tobacco or any other substance encased in cigarettes, pipes, and cigars including e-cigarettes and similar devices.

Smoke free means that smoking, including the use of e-cigarettes, is not permitted anywhere within hospital buildings or grounds. The exception is that patients and visitors may use the designated smoking shelters.

Electronic Cigarettes (E-Cigarettes) - E-cigarettes are battery-powered products that release a visible vapour containing liquid nicotine that is inhaled by the user.

5.0 ELIMINATING SMOKING

Employees are prohibited from smoking whilst working on Trust premises.

All other workers, volunteers, students, contractors, agency workers and other external staff, are prohibited from smoking on any part of the Trust's premises, including buildings, entrances/exits, cars, car parks, pavements/walkways, residences and smoking shelters.

Smoking by any employee whilst on the Trust site, and/or during working hours (e.g. whilst on escort duty off site, working in a community setting, whilst in a Trust vehicle) will result in the matter being dealt with in accordance with the Trust Disciplinary Procedure up to and including the possibility of dismissal.

Details of the Trust's Smoke Free Policy will be disseminated throughout the Trust, and included in job adverts and correspondence issued to patients. It will also be included in the Trust's Induction Programme.

The Trust will erect and maintain signs clearly indicating that Trust's Smoke Free policy. Signs will be installed across all sites, particularly at entrances and exits.

Patients and visitors who wish to smoke whilst on Trust premises can only do so inside the smoking shelters provided

All employees should remind patients and visitors of the Trust's Smoke Free Policy. This will include asking patients and visitors not to smoke or to use the smoking shelters provided. In doing so, employees must ensure that they do not put their own personal safety at risk and that they report immediately any incidents of verbal abuse, harassment or violence in accordance with the Trust's Incident Reporting Procedure a copy of which is available under the Risk Management area of the Intranet. Senior employees should support junior employees in enforcing the policy and reporting any incidents experienced in relation to this.

Employees are not permitted to take smoking breaks. Any employee leaving their place of work for unscheduled breaks will be in breach of their terms of employment, and will be subject to disciplinary action which may lead to dismissal.

Cigarettes/other smoking materials and e-cigarettes will not be sold on Trust premises.

5.1 SMOKING CESSATION

In addition to providing a no smoking environment the Trust has additional responsibilities and as a matter of principle provides support to employees, patients and visitors who wish to stop smoking.

5.2 EMPLOYEES

Anyone applying for a position with the Trust will be made aware of the Trust's Smoke Free Policy as part of the application process.

The Trust's Occupational Health Department will provide advice, information on and onward referral for smoking cessation to any employee who wishes to cease smoking.

The Trust internet and intranet websites will contain links to sources of help and information regarding smoking cessation (i.e.: NHS Smoking Helpline).

Appendix A provides a list of useful contacts and information.

6.0 MONITORING COMPLIANCE

Area for monitoring	Method	Frequency	Responsibility	Monitoring Group	Lead for developing action plan
Disciplinary Sanctions	Disciplinary Cases	Annual	Author	Executive Committee	Sponsor

7.0 DISSEMINATION, IMPLEMENTATION AND TRAINING

7.1 Dissemination

- Induction
- E-mail to Senior Manager Forum
- Team Brief
- Intranet – HR Policies

7.2 Implementation

This policy will be implemented immediately following dissemination.

All employees have a role to play in implementing and complying with this policy and are expected to be familiar with its content.

All managers within the Trust have a crucial role to play in the operational implementation of the policy.

For contracted services, the contract or service agreement between the Trust and the service provider will specifically require that contracted staff adhere to the Trust's Smoke Free Policy in every respect.

7.3 Training

There are no specific training implications for this policy.

8.0 CONSULTATION, REVIEW AND APPROVAL/ RATIFICATION

Consultation

- Human Resources Strategy Group
- Joint Consultative Group

Approval

Executive Committee

Ratification

Policy Committee

9.0 REFERENCES

- BMA Occupational Medicine Committee and the Board of Science (2012) E-cigarettes in Public Places and Workplaces: A Briefing
- Health and Safety at Work Act 1974
- Health Act 2006
- NICE (2013) Tobacco: harm-reduction approaches to smoking (PH 45)

10.0 ASSOCIATED TRUST DOCUMENTATION

- Grievance Policy and Procedure
- Disciplinary Procedure

USEFUL CONTACTS / INFORMATION

- **Local Stop Smoking Service Contacts**

Gateshead, South Tyneside and Sunderland Stop Smoking Service

Tel: 0800 531 6317

Newcastle & North Tyneside Stop Smoking Service

Tel: 0191 229 2911 or 0300 123 9290

Email: stopsmoking.service@nuth.nhs.uk

County Durham & Darlington NHS Stop Smoking Service

Tel: 0800 011 3405

Email: cdda-tr.stopsmoking@nhs.net

Northumberland Stop Smoking Service

Tel: 01670 813135

Stockton & Hartlepool Stop Smoking Service

Tel: 01642 383819

Middlesbrough, Redcar and Cleveland Stop Smoking Service

Tel: 01287 284487

- **Websites**

Smokefree NHS - www.smokefree.nhs.uk

NHS UK - www.nhs.uk/livewell/smoking

British Lung Foundation - www.blf.org.uk/Home
- 0300 030 0555

Roy Castle Foundation - www.stopsmoking.org.uk/content/Home.aspx
- www.roycastle.org/

- **National Contacts**

NHS Stop Smoking Service – 0300 123 1014

National Smokefree Helpline – 0800 022 4332