

## GEORGE ELIOT HOSPITAL NHS TRUST

### Smoke Free Site Policy

<b>SUMMARY:</b>	<i>The George Eliot Hospital NHS Trust has a responsibility for the maintenance and where possible the improvement of the health of its patients and staff and acknowledges that breathing other people's smoke is both a public health hazard and proven to cause ill health. This policy actively encourages its employees, patients and visitors to refrain from smoking on site</i>
<b>OPERATIVE DATE:</b>	<i>01/09/2006</i>
<b>REVIEW DATE:</b>	<i>01/09/2009</i>
<b>REPLACES:</b>	<i>No Smoking Policy 2004</i>
<b>LOCATION OF THIS POLICY:</b>	<i>Every Area</i>
<b>AUTHOR, DEPT &amp; CONTACT:</b>	<i>Anita Kane ,Integrated Governance Unit, Ext 5716 Alison Kennerdell, Head of Communications, Ext 5383</i>
<b>DIRECTOR RESPONSIBLE:</b>	<i>Dr Peter Handslip</i>
<b>CIRCULATED TO:</b>	<i>Smoke Free Trust Group 02/05/2006, 23/05/2006 HMB: 16/05/2006, Health &amp; Safety Committee: 23/05/2006, HSB: 24/05/2006, Operations Group: 25/05/2006</i>
<b>AGREED BY:</b>	<i>Smoke Free Trust Group Date: 23/05/06 HSB Date: 24/05/06</i>
<b>APPROVED BY:</b>	<i>HMB Date: 16/05/06</i>
<b>VERSION NO:</b>	<i>1.0</i>

#### DOCUMENT HISTORY

Version No	Operative Date	Comment
1.	<i>01/09/2006</i>	
2.		
3.		

#### CIRCULATION LIST

Copy No	Post (of person responsible for this copy)	Name (of person responsible for this copy)	Signature (of person responsible for this copy)
1.			

**THIS IS A CONTROLLED DOCUMENT**

2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

**DOCUMENT AMENDMENT FORM**

Number	Date	Page N <sup>o</sup>	Amendment	Authorised by
1				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

- ✓ The amendment must be authorised by the author of the document.
- ✓ The amendment must be underlined and an asterisk written in the margin along side the change.
- ✓ Ten or less minor amendments can be made before the document is revised.
- ✓ Major changes must result in immediate review of the document.

**DECLARATION LIST**

Staff are only permitted to carry out this Policy, Procedure, Protocol or Guideline when they have signed this declaration list to verify that they have read, understood and agreed to abide by the provisions of the policy.

Name (printed)	Signature	Position

**THIS IS A CONTROLLED DOCUMENT**

Name (printed)	Signature	Position

**ASSOCIATED DOCUMENT LIST**

Number	Title
	Health and Safety Policy
	Violence and Aggression Policy

**THIS IS A CONTROLLED DOCUMENT**

## GEORGE ELIOT HOSPITAL NHS TRUST

### SMOKE FREE SITE POLICY

#### 1. INTRODUCTION

The Public Health White Paper, Choosing Health, makes a clear commitment to secure a smoke free NHS by the end of 2006. Section 2(2) of the Health and Safety at Work Act 1974 places a duty on employers to:

*'...provide and maintain a safe working environment which is, so far as is reasonably practical, safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work.'*

Several EU directives relating to health and safety in the workplace have come into force since 1 January 1993. These include the Management of Health and Safety at Work Regulations 1999 which, under General Principles of Prevention, include:

- Avoiding risks
- Combating risks at source
- Replacing the dangerous by the non-dangerous or the less dangerous
- Giving collective protective measures priority over individual protective measures.

Passive smoking – 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.

The Trust acknowledges that breathing other people's smoke is both a public health hazard and a welfare issue. Therefore, the following Policy has been adopted concerning smoking at George Eliot Hospital NHS Trust premises (buildings and grounds). The following statement will be widely publicised.

#### **The George Eliot Hospital NHS Trust is a no smoking site**

- Smoking is not permitted anywhere on the grounds or in any of the buildings.
- Please help us to provide a smoke free environment for all our patients, staff and visitors.
- For the benefit of others, anyone found to be smoking on site will be asked to stop.

#### 2. AIMS

The George Eliot Hospital NHS Trust (the Trust) has a responsibility for the maintenance, and where possible, improvement of the health of its patients and staff. Tobacco is the second major cause of death in the world. It is currently responsible for the death of one in ten adults' worldwide (about 5 million deaths a year). (WHO, 2004)

This Policy recognises that second hand smoke adversely affects the health of all employees and the Trust actively encourages its employees to refrain from smoking

**THIS IS A CONTROLLED DOCUMENT**

outside the times and circumstances set out in this Policy, both in their own interests and as representatives of a major public body, whose purpose is to improve health

It is not primarily concerned with **whether** anyone smokes but with **where** they smoke and the effect this has on patients, visitors, colleagues and other members of the wider health community. It is also concerned with the exclusion of preventable carcinogenic substances in the locality of health sites.

The Policy seeks to:

- Provide a healthy working environment and protect the current and future health of employees, patients and visitors.
- Guarantee the right of everyone to breathe in air free from tobacco smoke
- Comply with Health & Safety legislation and employment law
- Raise awareness of the dangers associated with exposure to tobacco smoke
- Take account of the needs of those who choose to smoke and to support those who wish to stop.

### **3. GENERAL PRINCIPLES AND SCOPE**

- Protect the health of staff
- Protect the health of patients, visitors, volunteers and contractors
- Set an example to other employers and workforces, particularly in health-related locations by arranging for Trust buildings and vehicles to be smoke free and by requiring staff not to smoke whilst on duty.
- Inform staff and managers of their responsibilities in respect of the policy.
- Support smokers to help them cope with increased restrictions or to stop smoking.
- Support patients and visitors in complying with the policy and/or using their stay in hospital as an opportunity to stop smoking.
- Promote the culture of a Smoke Free Hospital Trust

This policy will apply to all staff, patients, visitors, contractors and other persons, who enter the premises of this Trust. This policy does not discriminate against any group or individual.

### **4. RESTRICTIONS ON SMOKING**

Smoking is not permitted in **any** part of the premises or grounds managed, leased or owned by the Trust at any time, by any person regardless of their status or business with the organisation. This includes;

- Smoking in cars on Trust car parks
- Doctors residences on the George Eliot Hospital NHS Trust site.

All staff are encouraged to set a personal example by not smoking on site and are expected to help and support patients and colleagues who wish to give up smoking.

To ensure that everyone entering the Trust sites understands that smoking is not permitted in any area, clear signs will be displayed.

#### **4.1 VISITORS**

All visitors including students, volunteers, relatives, contractors and deliverers are required to abide by the Smoke Free Site Policy. Staff members are expected to inform visitors of the policy. However they are not expected to enter into any confrontation that may put their personal safety at risk.

**THIS IS A CONTROLLED DOCUMENT**

#### **4.2. PATIENTS**

Coming into hospital presents many patients with an ideal opportunity to stop smoking. The Trust is committed to providing support and advice to patients who wish to take advantage of this opportunity. All documents sent out or given to patients, including outpatient appointments and admission paperwork will include information about the Trust's Smoke Free Policy.

**All** patients receiving care at the George Eliot Hospital NHS Trust are required to abide by this Smoke Free Site policy. Staff members must inform patients that smoking is not allowed on the site and patients who do smoke must be signposted to relevant help that they can access while in hospital. However, staff are not expected to enter into any confrontation that may put their personal safety at risk.

An individual will only be given permission to smoke when it is recognised by their named Doctor that preventing the individual from smoking would further compromise their well being. Where an exception is 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 carer.

#### **4.3. STAFF**

Staff are not permitted to smoke anywhere on site, and are only permitted to smoke whilst off duty (in official break times only). Staff may use their break to go off-site to smoke but are expected to be out of uniform whilst smoking. It is not acceptable for staff to congregate in groups to smoke outside Trust premises. Staff are not permitted to smoke at any time in public when representing the Trust and when attending meetings on behalf of the Trust. Guidance for staff please see Appendix 1.

#### **4.4. VEHICLES**

Smoking is not permitted in Trust vehicles. Smoking is not permitted in leased or staff private vehicles whilst used on Trust business.

#### **4.5. CARE IN PRIVATE HOMES**

When care is offered to patients of the Trust in their own home, it is essential that a request be made to provide a smoke free environment whilst the visit is taking place. This request should be made in the text of the appointment letter as part of the arrangement of receiving care in patients' own homes.

A verbal request can also be made at the time of the visit and the client should be respectfully asked not to smoke whilst the employee is working within that environment. If the patient/carer/relative/ friend chooses to continue to smoke, despite being advised that further home visits could cease, then the appropriate consultant/ GP will be informed.

#### **4.6 SUPPORT FOR SMOKERS**

The Trust recognises its duty towards employees who smoke. The Occupational Health Department offers a support service for employees wishing to stop smoking:

- Information regarding smoking cessation methods.
- Free provision of nicotine replacement therapy patches for 3 months
- Advice and support whilst on the smoking cessation programme and post smoking support.

**THIS IS A CONTROLLED DOCUMENT**

The programme can be accessed by self-referral to the Occupational Health Department. Information on stopping smoking with support from local cessation services will also be provided for smokers, both patients and staff, in the Trust. The NHS Smoking Helpline number can be given to patients and staff which is 0800 169 0 169. The helpline can offer advice and support on stopping smoking along with a website at [www.givingupsmoking.co.uk](http://www.givingupsmoking.co.uk)

#### **4.7 SALES OF TOBACCO PRODUCTS**

No sales of tobacco products will be allowed on any Trust premises, including the provision of vending machines. It is a criminal offence for anyone to sell, transport or possess illegal tobacco products. Penalties for such offences may include imprisonment and/or fines including fines of up to £5000 for any manager allowing their premises to be used for such activities. The selling/storing and dealing in any way of illegal cigarettes and tobacco on Trust premises will not be tolerated.

The George Eliot Hospital NHS Trust will fully co-operate with Law Enforcement agencies, such as HM Revenue and Customs, in their investigations. Any such illegal activity will be considered as Gross Misconduct and will result in appropriate disciplinary action.

### **6. RESPONSIBILITIES**

Overall responsibility for this policy rests with the Chief Executive. Devolved day-to-day responsibility for implementation lies with directors and managers. The Occupational Health Department will provide advice and support for staff.

Tenders and contracts with the Trust will stipulate adherence to this policy as a contractual condition. New contracts will be modified as soon as possible. Elective patients will be advised of the new policy prior to admission and others on admission to Trust premises. GP practices will also be informed of the policy.

Appropriate support will be provided to allow front-line clinical staff to provide brief interventions and other advice and support to patients. Information sessions will be offered to staff on advising patients, visitors etc of the policy, as requested. Job advertisements will include reference to the smoke free policy and indicate that adherence to it will form part of the contract of employment.

Appointment letters and patient related information will be updated to include reference to the smoke free policy. PALS will also be given support in signposting visitors and patients to smoking cessation advice.

#### **6.1 DISCIPLINARY ACTION**

Should any member of staff continue to infringe this policy they will be liable to disciplinary action in accordance with the Trust's disciplinary policy. If Managers or staff feel apprehensive about their own safety in regard to addressing any breach, they should call the Security staff.

#### **6.2 BREACHES**

In the event of a breach of the policy by a patient, visitor or staff member, individuals should be asked to extinguish all smoking materials and be informed of the policy. If they continue to smoke the matter must be referred to the appropriate manager or to the Security staff as appropriate. In the event that staff of other organisations breach the policy, the appropriate organisation should be advised in writing of the requirements of the Trust. Any complaint relating to this policy from, or on behalf, of patients should be dealt with under the Trust's complaints procedure.

**THIS IS A CONTROLLED DOCUMENT**

### **6.3 MONITORING AND REVIEWING**

The following will be monitored:

- That prospective employees are advised of the policy;
- That the Trust's policy forms part of the induction programme;
- That job advertisements, job descriptions, contracts of employment and tenancy agreements refer to the smoke free conditions;
- That patient information leaflets explain the smoke free arrangements;
- That there is adequate, clear signage indicating that the entire site is smoke free.

### **7. POLICY REVIEW**

All policies will be reviewed at the dates specified (or earlier if circumstances dictate) Executive Directors are responsible for ensuring that review takes place of policies within their sphere of control. Clinical Directors and General Managers are responsible for overseeing reviews of local policies.

### **8. RESPONSIBILITY FOR DISSEMINATION, RETENTION AND DISPOSAL OF POLICIES**

Each member of staff is responsible for maintaining up-to-date awareness of existing policies and for adhering to those policies in the course of their daily work. The person responsible for copies of policies, procedures and guidelines must ensure that old versions are archived

### **9. LOCAL POLICIES AND PROCEDURES**

Local policies must be consistent with trust wide policies. Local policies may be ratified within the Directorate with the involvement of the Clinical Director and/or relevant Executive Director.

## Appendix 1

### SMOKE FREE POLICY GUIDANCE FOR STAFF

#### 1.0 Guidance To Staff

The Smoke free policy applies to staff, patients, residents, visitors and contractors. The following guidance points are intended to give all staff key information and references to enable them to implement the policy effectively.

You have the full support of your Trust in the delivery of this policy. We would like you to feel confident about your role and the contribution you are making to improve the health of staff and patients. If you would like further guidance or support, please contact your line manager.

#### 2.0 General

Smoking is the biggest single cause of ill health and premature death in the country. The Trust is doing everything it can to promote the no smoking message. As an NHS employer, the Trust has a duty to its staff and patients to protect them from the health hazard that smoking represents.

#### 3.0 Staff

The policy applies to **all** staff, without exception. It has been drawn up following staff and patient consultation, and has been endorsed by the Trust Board. Staff cannot smoke in buildings or grounds owned by the Trust, or in leased cars belonging to the Trust, or when they are on Trust duty. During the lead-in period, from 2 June 2006 to 31<sup>st</sup> August 2006, if you see a member of staff smoking, in contravention of the policy, it is suggested that you:

- Remind the person of the Policy
- Report the incident to your line manager.

Staff who are finding it difficult to adjust to the Policy should be a) invited to discuss the issues with their manager, and b) referred to Occupational Health for support.

The Trust is committed to supporting staff in smoking cessation. Information on will be made available to all staff. From the 1<sup>st</sup> September 2006 staff will be expected to comply with the policy and managers are responsible for its implementation in their areas.

If individual staff challenge their manager on their right to smoke, the manager should refer to these points:

- This is a Trust Policy relating to health and safety and is based on the same principles as policies relating to dangerous machinery, toxic substances etc
- An employee cannot challenge the employer's right to introduce healthier and safer working practices
- The Policy is concerned with where someone smokes and not their right to smoke.
- Under the Working Time Directive, where staff work for longer than six hours they are entitled to a break of a minimum of 20 minutes. Within the Trust all staff should be encouraged to take a break. This includes any walking time to a venue.

**THIS IS A CONTROLLED DOCUMENT**

- NHS staff should be seen to be setting an example. Staff smoking outside the hospital site during working hours must cover up their uniforms and name badges.

Under no circumstances should a confrontational attitude be adopted or allowed to develop. All staff who experience difficulties with the application of the policy should seek support from their line manager in the first instance.

#### **4.0 Patients**

This Policy applies to all patients, but there may be occasional exceptions. (See Smoke Free Policy section 4.2 and last paragraph below)

Polite signage and reminders are usually sufficient to deter smoking, but patients should also be informed at pre-admission or on admission.

A similar rationale applies as for staff:

- This is a Trust Policy relating to health and safety and is based on the same principles as policies relating to dangerous machinery, toxic substances etc.
- The Trust has a duty to its patients to protect them from the health hazard that smoking represents
- Nicotine replacement therapy (NRT) is available on prescription and over the counter.

(Patients who are not detained under the Mental Health Act and who choose to discharge themselves because of the policy may do so.)

If a patient becomes angry or violent, the Trust policy for aggressive behavior is to be invoked.

Where this is an exemption, permission to smoke in a designated outdoor area away from others can only be given by the patients named Doctor. Permission to smoke should be seen as part of the clinical pathway and be discussed by the clinician and the patient/carer and this decision should be clearly documented. This allowance should not be extended to staff who work with those patients.

#### **5.0 Visitors and contractors**

This policy applies to all visitors and contractors, irrespective of their circumstances. Visitors who are distressed for any reason should be comforted, but the policy still stands. Contractors who contravene the policy should be reported to the person responsible for monitoring the conduct of contractors on site. Visitors, volunteers and contractors wishing for advice on stopping smoking should be given details of the local smoking cessation service.