

**Smoke Free Environment Policy**

<b>For use in:</b>	All areas of the Trust
<b>For use by:</b>	All Trust staff
<b>For use for:</b>	Reducing the ill effects of smoking and ‘passive vaping’ affects from Electronic Cigarettes (e-cigarettes) for all members of staff, patients and visitors.
<b>Document owner:</b>	Occupational Health Manager
<b>Status:</b>	Final

**Purpose of this document**

This Policy has been developed to support the Trust’s Strategy to create an environment free from smoke, which includes the grounds as well as the Trust Buildings, to Improve Working Lives.

Contents	Page
Introduction .....	2
Electronic Cigarettes .....	2
Aim .....	3
Application .....	3
Implementation .....	3
Residencies .....	4
Opposition .....	4
Responsibility .....	5
Official Breaks .....	5
Uniforms .....	5
Role of Occupational Health Service .....	5
Role of Staff .....	5
Role of Smoking Cessation Advisers .....	5
Signage .....	6
Littering.....	6
Contractors .....	6
Recruitment .....	6
Exceptions .....	6
Review and Monitoring.....	7
Development of Policy .....	7

**Definition:**

**Smokefree:** Smoking is not permitted anywhere within Trust premises (including buildings and grounds), which includes the use of Electronic Cigarettes in the workplace. Exceptions will only be made on a case-by-case assessment by the responsible clinician.

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## 1. Introduction

Smokefree England – July 2007 highlights that everyone now has the right to enjoy the benefits of a cleaner, healthier environment, free from secondhand smoke.

Section 2(2) of the Health & 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”

The Management of Health and Safety at Work Regulations 1999 site under the General Principles of Prevention, the following:

- 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

Second hand smoke, i.e. 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 adversely affecting the health of all employees.

This policy is not concerned with **whether** anyone smokes but with **where** they smoke and the effect this has on patients, visitors, smoking and non-smoking colleagues and other members of the wider health community. This Policy has been developed to address smoking in the West Suffolk NHS Foundation Trust premises (Buildings and Grounds).

### Electronic Cigarettes

The Trust acknowledges that some staff may wish to make use of electronic cigarettes (e-cigarettes) in the workplace, particularly as an aid to giving up smoking.

E-cigarettes are battery-powered products designed to replicate smoking behaviour without the use of tobacco. Some e-cigarettes look like conventional cigarettes, while others appear more like an electronic device. They consist of a cartridge containing liquid nicotine, an atomiser (heating element), a rechargeable battery and electronics. They turn nicotine, flavour and other chemicals into a vapour that is inhaled by the user. The exhaled vapour can be seen, and some products have a light emitting diode (LED) at the tip that lights up when the user inhale.

Although they fall outside the scope of smoke-free legislation, the Trust prohibits the use of e-cigarettes in the workplace. The Trust’s rationale for a ban on e-cigarettes is that:

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- Although they do not produce smoke, e-cigarettes produce a vapour that could provide an annoyance or health risk to other employees:
- Some e-cigarette models can, particularly from a distance, look like real cigarettes, making a smoking ban difficult to police, and creating an impression for patients/visitors/other members of staff that it is acceptable to smoke.

The Trust also has a duty of care to protect staff and members of the public from the exposure to e-cigarette vapours. While the concentrations of the constituents of these vapours (propylene glycol, glycerine, flavouring substances and nicotine) are lower than with smoked cigarettes, 'passive vaping' has been found to occur with the use of e-cigarettes.

Exposure to nicotine from e-cigarettes (either directly through their use by an individual or indirectly from the vapours they produce) may adversely impact on patients, such as those with heart or circulatory conditions, and their use may also become a source of conflict between staff and patients.

The Trust are mindful to ensure that their use does not undermine the success of conventional tobacco control measures by reinforcing the normalcy of smoking behaviour in a way that other nicotine containing products do not. This specifically relates to the way these devices commonly resemble tobacco cigarettes in terms of appearance, vocabulary and the way they are used, as well as features such as flavouring and styling that are potentially highly attractive to children, and may include cigarette brand reinforcement.

## 2. Aim

The aim of this Policy is to:

- Protect and improve the health of the staff
- Protect and improve the health of patients, visitors and contractors
- Protect both smokers and non-smokers from the danger to their health of exposure to second-hand smoke
- Set an example to other employers and organisations, particularly in health-related locations

## 3. Application

This Policy will apply to all staff, patients, visitors, contractors and any other person who enters the West Suffolk NHS Foundation Trust premises including buildings and grounds, for any purpose whatsoever.

This policy also applies to cars leased from the Trust during business usage, it does not apply to the interior of private cars used during working hours

## 4. Implementation

Staff are not been permitted to smoke or use e-cigarettes on any part of the Trust site while they are on duty.

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Should an individual or group of individuals continue to infringe this policy the manager may invoke disciplinary procedures as a means of enforcing adherence to the policy.

If you see a member of staff smoking, or using e-cigarettes in the workplace or on any part of the Trust site while they are on duty is in contravention of the Policy it is suggested that you:

- Remind the member of staff of the Policy
- Make a simple diary note
- Report the incident to the member of staff's line manager

Patients are to be advised of the Policy prior to, and on admission to the West Suffolk NHS Foundation Trust premises. Patients will be advised appropriately during their hospital stay, with the support of stop-smoking specialists providing counselling and advice on NRT where appropriate. Staff are to complete the referral form for any patient wanting support or advise on discharge and send to Suffolk Stop Smoking Service, G6 Corridor.

Training will be offered to staff in advising patients, visitors etc. of the policy, and available support as requested

It is the role of the departmental manager to ensure that staff are aware of the policy and how to access help and support in stopping smoking and how to be smoke free at work. Managers should ensure that each ward has access to a level 1 Smoking Cessation Adviser.

If a visitor or patient becomes angry or violent, the standard Trust Policy for aggressive behaviour is to be invoked. If a visitor is distressed for any reason they should be comforted, but the Policy stands.

## 5. Residencies

It is the policy of the West Suffolk NHS Foundation Trust that all residencies are smoke free and that all members of staff have a right to live in a smoke free environment.

## 6. Opposition

If a member of staff continues to infringe the policy, the manager should refer to these points:

- This is a Trust Policy relating to Health & Safety and is based on the same principles as policies relating to toxic substances, dangerous machinery etc.
- A member of staff cannot challenge the employer's right to introduce healthier and safer working practices
- This Policy is concerned with where someone smokes or the use of e-cigarettes.
- The Trust has a duty to its patients to protect them from the health hazard that smoking represents or the use of 'passive vaping'.
- The manager may invoke disciplinary procedures.

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## 7. Responsibility

The chief executive is responsible for implementing this policy.

Day-to-day responsibility for implementation lies with Directors and Managers who will need to establish their own monitoring arrangements to ensure the Policy is followed.

## 8. Official Breaks

Under the Working Time Regulations 1998, where staff work for longer than six hours they are entitled to a break of a minimum of 20 minutes unpaid. The Trust encourages all staff to take their break.

Breaks should be taken in a manner consistent with maintaining minimum staffing levels. Managers need to plan effectively for staff who leave the premises on breaks for any reason.

## 9. Uniform

Where members of staff smoke in a public place (or allocated area) they must ensure that their uniform is covered and it is not otherwise apparent that they are an NHS employee. Smokers should be aware that the smell of cigarette smoke on clothing can be abhorrent to a non smoker and if, on return to work, the member of staff is in close proximity to a patient, may even cause them to feel nauseous and unwell.

## 10. Role of Occupational Health Service

The Occupational Health Department will provide advice and support for staff. Those who wish to stop smoking will be helped to access individual or group support and nicotine replacement therapies as appropriate. To arrange an appointment or request advice or information contact the Occupational Health Department on extension 3106.

## 11. Role of Staff

The smoking status of patients should be ascertained at the earliest possible moment using the care plan to enable an assessment to be carried out on those patients who smoke and a referral made for those wishing to quit, to the Suffolk Stop Smoking Service. The Specialist Advisor within the Suffolk Stop Smoking Service will then follow-up the referral on discharge.

The health benefits should be highlighted to the patient.

## 12. Role of Smoking Cessation Advisors

The Specialist Advisors for The Suffolk Stop Smoking Service are available to provide support and advice to smokers. Confidential and individual or group support can be offered within the hospital or in a community setting. They can be contacted on 01473 229292.

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A clinic is run in Outpatients Department every Monday morning. Staff, inpatients and outpatients are able to book onto this. Please ring 01473 229292 to make an appointment.

Visitors or relatives can also refer themselves to this service via the One Life Suffolk phone number 01473 229292 (please be aware that this number is chargeable)

The Suffolk Stop Smoking Service also offers free training, which is open to all Health Service staff interested in supporting people to stop smoking, details of which can be obtained by contacting the Smoking Cessation Advisors internally on extension 2725, or on 01473 704314.

### **13. Signage**

To ensure that everyone entering the West Suffolk NHS Foundation Trust sites understand that smoking or the use of e-cigarettes are not allowed in the buildings or grounds, clear signs will be on display.

Smoking and the use of e-cigarettes at entrances and exits by staff, patients or visitors will not be tolerated.

### **14. Littering**

Littering, eg dropping a cigarette end, could attract a fine if caught as both littering and smoking is not permitted on site. Dropping cigarette ends on the Heath and Heli-Pad is also a hazard and will not be tolerated.

### **15. Contractors**

All Tenders and Contracts with the West Suffolk Hospital NHS Trust will stipulate adherence to this Policy as a contractual condition.

### **16. Recruitment**

Job advertisements will include reference to the non-smoking policy and indicate adherence will be contractual.

### **17. Exceptions**

The Trust Board recognises that some patient's circumstances require staff to make an assessment as to whether special arrangements need to be made to enable the patient to be allowed to smoke or use of e-cigarettes on the Trust site. Permission to grant an exception will rest with the nurse in charge of the ward and be formally recorded.

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 pathway in alliance with the patient and or their relatives.

Where an exception is made, every effort must be made to minimise staff exposure to smoke or 'passive vaping'. This would normally mean that smoking would only be permitted outdoors where staff and other patients would not be in

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close proximity to the smoker. Ideally, this would also be out of sight of other patients, visitors and staff who may be engaged in a stop-smoking programme.

## 18. Review and Monitoring

This policy will be reviewed annually by the Health, Safety and Environmental Committee, HR Directorate and the Stop Smoking Service Advisors.

## 19. Development of the Policy

### 19.1 Other Relevant Documents

Health, Safety and Welfare Policy PP 018  
 Nursing and Midwifery Practices Manual, Guideline C3: Nursing and Midwifery Uniform Code  
 Management of Violence and Aggression PP 082  
 Control of Substances Hazardous to Health Policy PP 039  
 BMA – A briefing from the Board of Science and the Occupational Medicine Committee – January 2013 (updated March 2013) Electronic Cigarettes.

### 19.2 Changes compared to previous Documents

This document replaces PP (16) 004 Smoke Free Environment Policy

The revised document contains changes relating to littering.

This document has been updated to reflect current practice.

### 19.3 Contributors and Peer Review

This document was submitted to the Risk Management Executive Committee for consideration, approval and endorsement following acceptance by the Health & Safety Committee

### 19.4 Distribution and Implementation

This document will be widely circulated within the Trust, including all Heads of Department and Ward Managers and will be made available on the Trust's Intranet and Internet sites. Relevant changes will be brought to the attention of staff during circulation. All recruitment publicity will indicate that the Trust is Smoke-free.

**Refs:** HDA Guidance on Smoke Free NHS 2005  
 Smokefree England – One Year On. Department of Health. 2008  
 BMA calls for stronger regulation of e-cigarettes March 2012 (updated January 2013)

Author(s):	Sue Pollett, Occupational Health Nurse Adviser
Other contributors:	Angie Manning, HR Manager, Paul Morris, Deputy Chief Nurse Mike Dixon, Health and Safety Advisor
Approvals and endorsements:	Health and Safety Committee

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