

Title: Smoke Free Policy				
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Amendments

If reviewed and updated, include here a summary of the pertinent changes from the previous version/ issue.

Version	Issue Date	Section(s) involved	Amendment
	2007	• Complete Overhaul	• Complete Overhaul

1. INTRODUCTION

Sherwood Forest Hospitals NHS Foundation Trust is committed to providing a safe and healthy environment for all staff, patients and visitors. In line with this and our membership of (Nottinghamshire Tobacco Declaration) and NICE guidance we have revised our Smoke-free Hospital Policy to reflect our move towards complete smoke-free premises:

Smoking is banned on Sherwood Forest Hospitals NHS Foundation Trust property, including all buildings, all vehicles and grounds.

A clear message will be provided that smoking and the effects of second hand smoke (SHS) are a major cause of preventable ill health and should be discouraged.

Staff must not smoke when on duty, including when on rest breaks, whilst on Trust property or grounds including in their vehicles parked within Trust grounds

'E- cigarettes' / smokeless cigarettes will also be prohibited by this Policy.

Staff are prohibited from smoking when in uniform or identifiable as members of NHS staff.

All staff who smoke will be offered stop smoking information and support.

All patients who smoke will be offered access to stop smoking support and in-patients experiencing acute nicotine withdrawal will be treated in a supportive manner and prescribed appropriate nicotine replacement therapy(NRT) medication where required.

2. POLICY STATEMENT

Smoking is the biggest single preventable cause of ill health and early death in our community. Most people who die because they smoke will develop one of the three diseases most widely associated with the habit – lung cancer, chronic obstructive lung disease or coronary heart disease. Tobacco smoke contains over 4,000 chemicals in the form of particles and gasses, and about 60 are known or suspected to cause cancer.

Second hand smoke has been shown to be a hazard to health. Those exposed to second hand smoke are at increased risk of lung cancer and heart disease. In addition, second hand smoke can trigger or aggravate respiratory conditions such as asthma or bronchitis. It can also irritate eyes, cause coughs and headaches and generally make non-smokers feel ill.

By law Sherwood Forest Hospitals NHS Foundation Trust is responsible for ensuring that all its enclosed or substantially enclosed public places are smoke-free, maintaining a safe, healthy working environment, protecting the health of patients, staff, visitors and contractors from hazardous environments, and making sure that staff understand their responsibilities to take reasonable care of the health and safety of themselves and others.

All NHS Boards are required to have a well implemented Smoke-free Policy, covering buildings and grounds. An effectively implemented NHS Smoke-free Policy shows good leadership and demonstrates an exemplar role in public health and can play a key part in reducing the health impact of tobacco.

A clear message will be provided that smoking, and second hand smoke, is a major cause of preventable ill health and should be discouraged. We will highlight the support that the now well-established stop smoking services can offer to staff or patients who wish to stop smoking. A recent research paper published in the British Medical Journal (BMJ 2014 – see reference documents) considered changes in mental health after smoking cessation. The paper concluded that smoking cessation is associated with reduced depression, anxiety and stress, improved positive mood and quality of life compared with continuing to smoke. This research has been taken into account when considering smoke-free environment when caring for patients with Mental Health issues.

Improving the health of our population is a key aim within Sherwood Forest Hospitals NHS Foundation Trust, and compliance with this Policy will contribute greatly to the much needed reduction in prevalence of smoking and exposure to tobacco smoke. A smoke-free environment and the provision of tobacco education and stop smoking support are recognised methods of achieving this aim, all of which are at the heart of this Policy.

The aim of this Policy is to create a smoke-free, healthy and safe environment for staff, patients and visitors to work and visit. This is fundamental to Sherwood Forest Hospitals NHS Foundation Trust's desire to be a responsible employer, and to fulfil its health improvement role.

Equality and diversity

The application of this Policy will be monitored by the Head of Estates & Facilities to ensure equitable treatment of all employees irrespective of sex, race, age, disability, sexual orientation, ethnic origin, religion or belief.

Equality Impact Assessment

The Trust is committed to ensuring that none of its policies, procedures and guidelines discriminate against individuals directly or indirectly on the basis of gender, colour, race, nationality, ethnic or national origins, age, sexual orientation, marital status, disability, religion, beliefs, political affiliation, trade union membership, and social and employment status. An EIA of this policy/guideline has been conducted by the author using the EIA tool developed by the Diversity and Inclusivity Committee. (16/09/2015)

Complimentary or relevant trust policies to be read in conjunction with this policy:

- Trust Violence and Aggression Policy
- Trust Disciplinary Policy

3. DEFINITIONS

'The Trust': means the Sherwood Forest Hospitals NHS Foundation Trust.

'Staff ': means all employees of the Trust including those managed by a third party organisation on behalf of the Trust.

- 'Patients': includes all patients of Sherwood Forest Hospitals NHS Foundation Trust including inpatients, out patients and those patients treated within their own homes.
- 'Visitors': includes all visitors to Trust sites including external contractors, staff from external agencies, voluntary workers, and students.
- 'Trust premises' means the sites at King's Mill Hospital (including the School of Nursing) and Newark General Hospital and SFH occupied areas of Mansfield Community Hospital and includes all buildings, grounds, vehicles and car parks.

4. ROLE AND RESPONSIBILITIES

Employee: to comply with the Policy as part of the terms & conditions of employment, and to support and enforce it with patients, visitors and colleagues.

Manager/Supervisor: to support any employee who expresses a desire to stop smoking, to ensure that the Policy framework is being adhered to in his/her area of responsibility and to handle any breaches in a considered, consistent and thoughtful manner.

Human Resources: to provide support and advice to managers to help them to apply the Policy effectively, to monitor Policy breaches, and to include a briefing on the Policy at staff induction.

Staff-side Representatives: to provide support and advice to their members, ensuring that the Policy is applied appropriately.

Occupational Health: to provide information and advice to those employees who wish to stop smoking.

Head of Estates and Facilities: Responsible for chairing the Smoke Free Group and implementation of NICE guidance.

Smoke Free Operation Group: This group is responsible for the review development and implementation of this policy. The group is also responsible for monitoring compliance with, and effectiveness of the policy.

Communications: The Communications Team will support the implementation and reinforcement of this policy through timely and appropriate dissemination of information.

Contractors: Tenders and contracts between Sherwood Forest Hospitals NHS Foundation Trust and other agencies will stipulate adherence to this policy as a contractual condition

5. SCOPE OF POLICY

No patient, visitor or staff member should be exposed to tobacco smoke against their will.

It is tobacco smoke, and its effects on those who use it and are exposed to it, that is the problem rather than the smokers themselves.

Smokers who want to stop will be offered stop smoking support; those experiencing withdrawal will be treated in a supportive way.

All patients who smoke will be sensitively offered NRT to relieve withdrawal symptoms whilst they are in our care and unable to smoke.

6. CONSULTATION

This policy has been developed over a period of years by the Smoke-Free group with reference to the NICE guidance.

For this refreshed version staff views have also been sought through engagement of staff site representatives in the working group and through the LNC and JSPF

This Policy will also be consulted on at the Health and Wellbeing Group.

7. NARRATIVE

7.1 Scope

Smoking is not allowed on Sherwood Forest Hospitals NHS Foundation Trust premises.

This Policy covers all Sherwood Forest Hospitals NHS Foundation Trust premises. These include:

All buildings e.g. offices, hospitals, health centres, cabins, staff residencies including doorways and entrances

All vehicles e.g. pool cars, lease cars, personal cars on hospital grounds, light and heavy goods vehicles

All grounds e.g. gardens, walkways, car parks

The Policy applies to:

All Sherwood Forest Hospitals NHS Foundation Trust employees

The wider NHS family e.g. contractors, students, voluntary staff, personnel with honorary contracts (whether or not a uniform is worn on Board business)

All patients, including out-patients, day-patients, in-patients and longer stay patients

All visitors or other people whose work, study or personal circumstances brings them onto Sherwood Forest Hospitals NHS Foundation Trust premises

7.2 Policy details

October 2015 – Smoke Free Policy approved by Board of Directors – Issue 1

NHS staff & wider NHS family

Staff must not smoke when on duty, including when on rest breaks, whilst on Trust property or grounds. This also applies whilst on duty in premises or grounds not owned or controlled by Trust. This is because they are representing the organisation, and therefore its Policy on tackling smoking, and because it is important not to expose others to second hand smoke.

Staff must not smoke in their cars in Trust car parks or grounds during rest breaks or at any other times whether in uniform or not.

The Policy applies to students, placements, trainees and volunteers not in our employment who have access to our facilities for training purposes and will be a condition of accepting them as student/trainees.

Contractors working on Trust site are subject to this Policy and will be notified of these conditions prior to employment and/or commencement of work.

Suppliers and deliverers of goods will not smoke on Trust premises.

Residences: all residences must be smoke free in accordance with the Policy. Where this is not specified in the current lease agreement, this will be undertaken upon renewal.

Home visits: Staff should not be exposed to second hand smoke during home visits. To protect staff who visit patients in their own homes, patients and their families will be requested not to smoke for the duration of the visit. If patients refuse, staff should advise their Line Manager.

Breaches of the policy: If a member of staff breaches the Smoke-free Policy they will be subject to disciplinary action. Staff breaching the Policy will also be supported to receive guidance from Smoke-free Services. Line Managers will be made aware of their responsibility and authority in this matter.

E-cigarettes / smokeless cigarettes: The use of e-cigarettes is not permitted in NHS buildings or on grounds. These products are currently not regulated and there are concerns over potential safety issues with the product. In addition e-cigarettes mimic the habit and look of smoking and therefore provide negative role modelling for young people. The use of e-cigarettes will be reviewed once regulations are in place.

Patients

Patients who wish to smoke may do so outside Sherwood Forest Hospitals NHS Foundation Trust premises and grounds.

All patients will be advised about the Smoke-free Policy before or at the point of their admission.

Patients experiencing severe nicotine withdrawal symptoms will be treated in a supportive manner and prescribed appropriate medication where required.

Patients and their families will be requested not to smoke for the duration of any home visits.

Breaches of the Policy: If a patient repeatedly breaches the Smoke-free Policy, they may be dealt with in line with Sherwood Forest Hospitals NHS Foundation Trust's Policy on Violence and Aggression because of the danger caused by tobacco smoke to staff and other patients. (Appendix A)

Visitors

Visitors may not smoke in Sherwood Forest Hospitals NHS Foundation Trust buildings, premises and grounds.

This message will be supported by clear signage advising of this across the Trust's sites. Visitors will be challenged by Trust staff about smoking in the Trust sites and handed a card to direct visitors to Smoking Cessation Services.

Breaches of the Policy: If a visitor repeatedly breaches the Smoke-free Policy, they will be asked to leave the premises.

7.3 Promotion of tobacco

In line with Sherwood Forest Hospitals NHS Foundation Trust's desire for active discouragement of tobacco use, tobacco products will not be sold, advertised or otherwise promoted on the premises. Sherwood Forest Hospitals NHS Foundation Trust will not hold tobacco-related investments, or accept sponsorship or donations from tobacco companies.

Nicotine Replacement Therapy (NRT) products, including patches and chewing gum will be available in selected retail outlets across the Trust.

7.4 Support for smokers

7.4.1 Summary

Many smokers want to quit smoking. Patients may use a hospital stay as an opportunity to do so, and employees may use the Policy to enhance their motivation to stop. It is equally recognised that many smokers do not wish to stop, and that they must be helped to comply with the restrictions imposed by this Policy.

7.4.2 Support for all

Staff

Staff who smoke will be encouraged to seek support to stop and/or manage their smoking whilst at work.

The local arrangements for accessing such support will be clearly publicised to staff through Staff Intranet and in local staff areas.

Smoke-free Services can offer advice, support and access to free nicotine replacement therapy or other stop smoking medication products for all Trust staff who wish to stop smoking.

Staff can self-refer to the Smoke-free Service by telephone or email(insert telephone number and e-mail of smoke free service). Accommodation for the smoke free service staff clinics will be provided within the Trust Occupational Health Department. If staff do not wish to stop smoking they will be offered support to manage their smoking whilst at work in a manner which does not breach Policy.

The Staff Stop Smoking Service will be clearly publicised and promoted to all staff through Staffnet and other communication routes.

Staff attending their first Smoking Cessation session will be authorised in staff time but subsequent sessions will be during unpaid breaks.

Patients

Wherever possible, patients' smoking status should be recorded in their case notes on admission, and smokers should be offered information about stopping smoking.

Coming into hospital presents many patients with an ideal opportunity to stop smoking. Sherwood Forest Hospitals NHS Foundation Trust is committed to providing practical help, support and advice to patients who wish to take advantage of this opportunity. This includes providing information, stop smoking support, and Nicotine Replacement Therapy (NRT) where appropriate.

Each ward, clinic and department will have access to up-to-date information on the health effects of smoking and stop smoking services.

In-patients experiencing acute nicotine withdrawal will be treated in a supportive manner and prescribed appropriate medication where required.

If patients choose against medical and nursing advice to leave a clinical area they do so at their own risk.

Visitors

Visitor information will include reference to the Policy, emphasising the support that smokers need when they are trying to stop, and discouraging the supply of tobacco products to patients.

General

Periodic publicity campaigns will be undertaken (e.g. No Smoking Day) to encourage smokers to attempt to stop, and publicise the support available.

3.3 Sources of help to stop smoking for staff, patients & visitors

Get free, friendly and flexible support to stop smoking in Nottinghamshire.

- You can speak with your GP or local pharmacy.
- You can also contact Nottinghamshire's Stop Smoking Services (covering all of Nottinghamshire including Bassetlaw):

New Leaf: 0800 389 7712 or text 'leaf' free to 80800.

Or access services via the Occupational health department

8. EVIDENCE BASE

Health and Safety at Work Act 1974

Smokefree, NHS 2007 www.smokefreeengland.co.uk

Department of Health (2004) 'Choosing Health – Making Healthier Choices Easier'

Health Act 2006

The Smokefree (Premises and Enforcement) Regulations 2006

The Smokefree (Exemptions and Vehicles) Regulations 2007

The Smokefree (Penalties and Discounted Amounts) Regulations 2007

The Smokefree (Vehicle Operators and Penalty Notices) Regulations 2007

The Smokefree (Signs) Regulations 2007

NICE PH 48 (Nov 2013) Smoking cessation- acute, maternity and mental health services

9. MONITORING COMPLIANCE

This Policy is intended to safeguard the health of all staff and visitors, and so all staff are responsible for its continued implementation.

The organisation will ensure that all appropriate legal signage is in place in accordance with the relevant legislation on smoking. Main Smoke-free provisions will be clearly displayed at all entrances to all premises. Information on the Policy will be made available to all staff during the induction process and on the Trust website and Staff Intranet.

Overall responsibility for ensuring the policy is implemented, monitored and reviewed rests with the Head of Estates & Facilities.

Monitoring of adherence to the Policy and uptake of stop smoking services will be carried out by Health & Safety, Risk Management, Occupational Health Departments and Estates Departments. All monitoring information will be reported to the Head of Estates & Facilities as part of the review process.

10. TRAINING REQUIREMENTS

All staff will be made aware of their responsibility for complying with and supporting the Smoke-free Policy. Managers will be provided with guidance to brief them on the Policy enforcement protocol. Training on stop smoking interventions in order to help patients and colleagues can be accessed by staff as part of their Personal Development Plan, by contacting Smoke-free Services.

The Trust will also provide all frontline staff with additional professional training to equip them with the knowledge and skills to carry out their responsibilities by enabling them to safely challenge and educate our patients and staff who choose to smoke at the hospital. This training will be available through an e-learning package and embedded within existing mandatory training courses.

Fire lectures will refer to the Smoke Free policy and the reasons for it.

In house trainers will provide training on smoking cessation which will be made available to all staff. Where appropriate more specialist training will be made available to key staff.

11. DISTRIBUTION

The policy will be held on the Corporate 'Estates & Facilities' policy section of the Trust intranet site and will be distributed through the organisation via normal management cascade route.

12. COMMUNICATION

Information regarding any updates of this policy will be communicated via the Trust's communication systems.

All new staff, as part of their induction, will be made aware of the Trust's policies and how to access these.

All policies will be easily accessible via the Trust's Intranet site under the relevant section.

Details of all new and reviewed policies will be included in the monthly team brief. The local team brief should be used to highlight the production of any local procedures or guidelines.

Additional training on the policy content will be provided if required.

Staff bulletins will also be used to raise awareness of new policies.

The Company Secretary will maintain a master set of all corporate policies.

An archive of superseded policies will be maintained as in line with the Trust's Retention and Destruction of Records Policy.

13. AUTHOR AND REVIEW DETAILS

Issue/ Version:	October 2015 – Version 1
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Date to be reviewed by:	October 2018
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