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LEAD EXECUTIVE DIRECTOR DGM	
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TARGET AUDIENCE:	All Trust Personnel
DOCUMENT PURPOSE:	The purpose of this policy is to protect and improve the health and well-being of all employees, patients, visitors and contractors. All East Lancashire NHS Trust sites are designated smokefree. This includes land premises and vehicles with no exceptions.
To be read in conjunction with (identify which internal documents)	HR09 V5 Disciplinary Policy and Procedure 2017 C037 V5 Fire policy 2017

SUPPORTING REFERENCES	<p>Health and Safety at work act 1974 NHS England – www.smokefreeengland.co.uk Action on smoking and Health (ASH) – factsheet NICE guidance PH45 smoking harm reduction NICE guidance PH48 acute, maternity and mental health guidance and guidelines.</p>
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CONSULTATION		
	Committee/Group	Date
Consultation	Smokefree Working Group	16th November 2017
	Policy Terms and Conditions Group	6th December 2017
Approval Committee	JNCC	14th December 2017
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1. Introduction & Purpose

East Lancashire Hospital Trust is committed to improving the health and wellbeing of patients, visitors and staff. Following national guidance NICE PH48 acute, maternity and mental health guidance the trust implemented that all buildings, grounds and /or assets are completely Smokefree.

Smoking is the main cause of preventable illness and premature death every year smoking causes around 96,000 deaths in the UK. Currently in the UK approximately 19% of adults' smoke. Exposure to second hand smoke is also a known health hazard which has been proven to increase risk of premature death, serious illness and minor conditions.

As a healthcare organisation dedicated to fighting illness, we believe it is important to promote wellness and to take every opportunity to promote healthy lifestyles.

Therefore, it shall be the policy of the Trust to provide a Smokefree environment for all employees, patients and visitors.

SCOPE

2.1 This policy applies to all staff employed under a contract of service by the East Lancashire Hospitals Trust and all agency workers, bank staff and workers employed by Contractors as well as volunteers.

3. POLICY

3.1 PRINCIPLES

3.1.1 The Trust recognises and fully accepts those responsibilities placed upon it by health and safety legislation to provide a working environment where the health and safety of the employees is of the utmost importance. The Trust will comply with the Health Act 2006.

3.1.2 In addition the Trust has responsibility for improving the health of the local population; therefore, this policy includes measures to reduce the impact of tobacco on all residents, including those who are currently receiving health care and those who are well.

3.1.3 The Trust recognises that NHS workers have an especially important responsibility in the example they set to patients and the general public and is committed to enforcing this principle.

3.1.4 The Trust actively supports the activities of the Tobacco Free Lancashire Partnership in reducing the prevalence of smoking.

3.1.5 The Trust aims to provide a high-quality NHS Smokefree Service for Inpatients & referring to local Stop Smoking services in the community for treatment for tobacco addiction.

3.1.6 The Trust aims to provide a smokefree environment to ensure that the health and safety of employees, patients, visitors and contractors is not at risk due to exposure to smoking, second-hand smoke or any associated risk of fire.

3.1.7 The policy will be implemented via the Trust's Smokefree working Group.

3.1.8 The smokefree service will undertake regular audits of site and report back to the smokefree group, Directorate managers may be asked to support on occasion where a problem has been identified.

3.2 EMPLOYEES

3.2.1 Trust employees and contractors must not smoke on or off Trust premises during working hours whilst providing services to patients or clients in any place, including a patient's or client's home or in any premise that is exempt from the smokefree legislation. Any staff member that would like support to abstain from smoking will be offered support through Occupational health and/ or local stop smoking services.

3.2.2 Trust employees are not entitled to take breaks during paid working hours for the purpose of smoking. Employees must not absent themselves from their place of work during work time for the purpose of smoking, please see the working time directive policy for further information/ clarification on working hours.

3.2.3 To maintain a professional image when carrying out their duties and responsibilities for East Lancashire NHS Trust, Trust employees both clinical and non-clinical must not smoke in a public area while wearing a full/part NHS uniform and/or a Trust Identification Badge, whether on or off duty. Health care professionals are important role models in promoting healthy lifestyle behaviour and choices to patients, visitors and the community, including children. Observed smoking by staff, gives the impression that tobacco smoking is acceptable. This, in turn, undermines levels of public confidence in adopting a smoke free lifestyle, portrays a mixed message regarding smoke free policy and lowers levels of compliance. Trust employees should also be aware that particulate matter from tobacco smoke settles on hair and clothing and may be a particular health risk to children and babies who ingest the toxins. (Surgeon General, 2006)

3.2.4 All Trust employees are responsible for the promotion of a smoke-free working environment. Trust employees should actively promote the policy in the course of their work. All trust employees are encouraged to, where safe to do so, advise those contravening the terms of this policy not to smoke whilst on site, Employees are not expected to enter into any confrontation with patients or visitors that may put their personal safety at risk.

Directorate Management Teams are responsible for:

- Ensuring that all staff are familiar with the smokefree policy and that they know how to signpost patients to inpatient smokefree service.
- Being advocates for the policy

Clinical staff are responsible for:

- Assessing smoking status as part of all clinical assessments (Making Every Contact Count). Offering smoking cessation referral to all smokers.
- Doctors ensuring Nicotine Replacement Therapy (NRT) is prescribed to all in-patient smokers.
- Advising all planned admissions of the Trust's smoke-free policy and signposting them to local Stop Smoking services prior to admission.
- Pharmacists ensuring there is adequate NRT available in wards and departments and where applicable prescribing NRT.

3.2.5 All job applicants will be made aware of the smokefree policy at the application and interview stage, and a requirement to comply with it will be written into all job descriptions for new posts. Information on the smokefree policy will be included in the Trust induction training programme.

3.2.6 Trust Managers are to ensure all contracts state that individuals supplying a service to the Trust are required to comply with the Trust's smokefree policy

3.3 PATIENTS

3.3.1 Elective patients must be informed of the smokefree policy prior to admission. Unplanned admissions should be informed of the smokefree policy as early as possible.

3.3.2 Trust employees are to be confident in identifying patients who are tobacco users and documenting in patient notes, be able to discuss Nicotine Replacement Therapy(NRT) options with their patients, be able to offer very brief advice and for inpatients know how to refer the patient to the Inpatient Smokefree Service and for patients within the community the local NHS Stop Smoking Service. Training is available to all staff to support them in implementing this for patients.

3.4 STAFF VISITING CLIENTS AT HOME OR OTHER EXEMPT SETTINGS.

3.4.1 Section 3 of The Health Act 2006 legislation provides for some premises not to be smokefree. All staff visiting or treating patients or clients in an exempt premise are entitled to the same level of protection as those working in Trust premises. Prior to an initial visit service users must be made aware of the Trust smokefree policy and requested to ensure that they and other occupants do not smoke during the visit. If this causes problems for the staff member, it should be discussed with their manager.

3.4.2 In some circumstances it may be appropriate to suggest that alternative arrangements be made to see patients and clients in an outpatient setting or alternative location.

3.5 SMOKEFREE VEHICLES

Trust managers are responsible for ensuring that the Health Act 2006 is complied with, this includes vehicles. The Trust must comply with all aspects of the smokefree legislation relating to vehicles including displaying a no-smoking sign in each compartment of the vehicle in which people can be carried. Employees have a responsibility to highlight any vehicle that does not display appropriate signage.

Employees using a private vehicle for Trust Business Purposes must also comply with the Smoke Free Policy as previously mentioned in this policy, points 3.2.2 and 3.2.3

3.6 ELECTRONIC CIGARETTES

E-Cigarettes are included in the smokefree policy and their use is not permitted in the Trust premises or grounds. While there is some evidence that they may support smoking cessation, they are not regulated as a tobacco product or as a medicine in the UK

The use of e-cigarettes may undermine smoking prevention and cessation – as their use is likely to reinforce the normalcy of the smoking behaviour. For this reason, staff must not use the e-cigarette on site.

Patients should not bring e-cigarettes into the hospital and should not use the e-cigarette chargers as these may compromise electrical and fire safety.

Staff must ensure that any patients bringing the e-cigarette into the hospital are offered approved and tested nicotine replacement therapy.

4. RESPONSIBILITIES AND ENFORCEMENT OF THE POLICY

4.1 STAFF & SMOKING

Our Smokefree policy carries the same importance as any other Trust policy relating to clinical, employment or health and safety matters. We aim to promote healthy lifestyles for all our staff and will offer support to people who wish to give up smoking via the Smokefree team in Occupational Health. If staff wish to continue to smoke they must not do so on Trust premises or be identifiable as a Trust employee when smoking off site.

Our aim is to deal with any breaches of the policy in the most supportive and informal way possible. If an individual continues to breach the policy despite support being offered then further action may be taken in accordance with the Trust's Disciplinary Procedure. Managers should contact their Divisional HR Team in these situations for further advice.

4.2 VISITORS/PATIENTS

As the hospital premises are situated on private land owned by the Trust, the trust can legally withdraw the invitation (licence) of patients/visitors to be on the premises

if they infringe the smokefree policy. This could result in the potential withdrawal/withholding of treatment. However, a clear and careful balancing exercise will be undertaken before such a serious step is taken by the Trust.

Visitors and patients must not smoke on the Trust premises. Patients will be offered guidance and support to remain smokefree throughout their admission period.

Patients or Visitors who are distressed for any reason should be comforted, but the policy still stands.

Staff must not escort patients off the ward for the purpose of smoking. If a patient asks to leave the ward for the purpose of smoking a member of staff must remind the patient of the smokefree site policy and offer the patient NRT to support them with nicotine withdrawal during their hospital admission. A referral to the Inpatient Smokefree Service should also be completed

4.3 SMOKING CESSATION FOR PATIENTS

The Trust provides a Smokefree Service for inpatients. All patients should be screened for smoking status. Inpatients should then be informed of the Trust smokefree policy, offered NRT to support them with nicotine withdrawal during their hospital admission and referred to the Inpatient Smokefree Service for behavioural support.

If a patient does not want to stop smoking, the hospital smokefree policy should be explained to the patient and they should be offered Nicotine Replacement Therapy for withdrawal management for during their stay in hospital. The patient should be given written advice on stopping smoking.

Patients within community services can be referred to their local NHS Stop Smoking service.

4.4 HUMAN RESOURCES DEPARTMENT

Advice and support managers in the application of this policy, ensuring that all staff are treated in a fair and consistent manner.

4.5 OCCUPATIONAL HEALTH

Work as a partnership with the trust and its employees to support the wellbeing of our employees.

Play a proactive role in the identifying and making staff aware of the smokefree policy and offering specialist stop smoking support at pre-employment checks.

Supporting staff to give up smoking by offering an appointment to see an advisor within Occupational Health who will be able to offer Behavioural support and Nicotine Replacement for up to 12 weeks.

4.6 STAFF SIDE ORGANISATIONS

Help inform the workplace of the policy.

Advise members of their rights and responsibilities under the policy.

Support their members through procedures.

5 MONITORING AND REVIEW

The Smokefree Service and Managers will undertake random visits/walking audits of premises and report on overall compliance to the Trust Board.

This policy will be reviewed by the Smokefree Working Group annually.

The Trust Untoward Incident reporting system will be used to record and collate any adverse incidents resulting from the implementation of the policy.

The Board will be kept informed of the consequences of the implementation of this policy, including positive outcomes, persistent problem areas and suggestions for improvement.

Appendix A

Staff Guidance – Patient flowchart

