



# Smokefree Policy

May 2014

## **Monitoring Groups:**

Tobacco Policy Implementation Group, Health and Safety groups, Risk Management Advisory groups, Healthy Working Lives groups, Occupational Health Departments and Human Resources Departments.

Lead Manager	K Fleming, Head of Health and Safety
Responsible Director	Ian Reid, Director of HR
Approved by	Corporate Management Team / Health & Safety Forum
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Supporting document: NHS Greater Glasgow and Clyde Smokefree Policy- Guidance for staff breaching the Smokefree Policy.

This document will brief managers and staff about good practice on issues of enforcement, training, smoking cessation, monitoring, and positive promotion of the Policy.

## NHS Greater Glasgow and Clyde – Our Smokefree Commitment

### 1.1 Summary

NHS Greater Glasgow and Clyde is committed to providing a safe and healthy environment for all staff, patients and visitors. In line with this we have revised our Smokefree Policy to reflect our move towards smoke-free premises:

- Smoking is banned on NHS Greater Glasgow and Clyde 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 NHS GGC property or grounds.
- 'E- cigarettes' / smokeless cigarettes will also be prohibited by this Policy.
- Staff are prohibited from smoking when in uniform or identifiable members of NHS staff.
- From 26 March 2007, smoking was banned in all grounds, making NHS Greater Glasgow and Clyde completely smokefree.
- From March 2008 mental health hospitals and units were permitted to have external smoking areas, subject to certain conditions laid out in previous Policy documents. The organisation now aims to have smokefree grounds at mental health hospitals and units by **October 2015**.
- 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.

### 1.2 Rationale

Smoking is the biggest single preventable cause of ill health and early death in our community. Smoking causes the premature deaths of 13,000 people in Scotland every year. 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 (Appendix A) NHS Greater Glasgow and Clyde is responsible for ensuring that all its enclosed or substantially enclosed public places are smokefree, 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.

The 2013 Scottish Government document 'Creating a Tobacco-Free Generation – A Tobacco Control Strategy for Scotland' requires all NHS Boards to have a well implemented Smokefree Policy, covering buildings and grounds. An effectively implemented NHS Smokefree 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 and improved positive mood and quality of life compared with continuing to smoke. This research has been taken into account when considering smokefree grounds in Mental Health facilities.

Improving the health of our population is a key aim within NHS Greater Glasgow and Clyde, and compliance with this Policy will contribute greatly to the much needed reduction in prevalence of smoking and exposure to tobacco smoke. A smokefree 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.

### **1.3 Aim**

The aim of this Policy is to create a smokefree, healthy and safe environment for staff, patients and visitors to work and visit. This Policy will also work towards the national requirement to have all grounds smokefree by 2015. This is fundamental to NHS Greater Glasgow and Clyde's desire to be a responsible employer, and to fulfil its health improvement role.

### **1.4 Key principles**

- 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.

## 1.5 Equality and diversity

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

## Policy in Practice

### 2.1 Scope

Smoking is not allowed on NHS Greater Glasgow and Clyde premises except in the exceptional circumstances listed below (2.2).

This Policy covers all NHS Greater Glasgow and Clyde 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 NHS Greater Glasgow and Clyde 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 long stay patients
- All visitors or other people whose work, study or personal circumstances brings them onto NHS Greater Glasgow and Clyde premises

### 2.2 Exceptional Circumstances (until October 2015)

Exemptions do not constitute a right to smoke – NHS Greater Glasgow and Clyde is bound by a duty of care to protect its employees.

**Mental health patients:** From March 2008 external smoking areas have been utilised for Mental health inpatients. The remainder of the grounds in these hospitals must be maintained smokefree for all. The organisation is now committed to the removal of external smoking areas, with the aim of having smokefree grounds at Mental health hospitals and units, by **October 2015**.

Until October 2015, any permitted external smoking area, as referred to above, must meet the following criteria:

- The external smoking area must not be more than 50% enclosed
- The area must be accessible only from the ward/department eg. courtyard

- The area can only be used by patients being treated in that ward/department
- The area must not be used by staff, visitors or contractors.

## 2.3 Policy details

### NHS staff & wider NHS family

- **Staff must not smoke when on duty**, including when on rest breaks, whilst on NHS GGC property or grounds. This also applies whilst on duty in premises or grounds not owned or controlled by NHS GGC. 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 NHS GGC 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 NHS GGC 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 NHS GGC 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 clients in their own homes, clients and their families will be requested not to smoke for the duration of the visit.
- **Breaches of the policy:** If a member of staff breaches the Smokefree Policy they will be subject to disciplinary action. Staff breaching the Policy will also be supported to receive guidance from Smokefree 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 outwith NHS Greater Glasgow and Clyde premises and grounds. However, some mental health inpatients may be provided with an external

smoking area until October 2015. (see 2.2).

- All patients will be advised about the Smokefree 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.
- Clients 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 Smokefree Policy, they may be dealt with in line with NHS Greater Glasgow and Clyde'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 NHS Greater Glasgow and Clyde buildings, premises and grounds.
- **Breaches of the Policy:** If a visitor repeatedly breaches the Smokefree Policy, they will be asked to leave the premises.

## 2.4 Promotion of tobacco

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

## 2.5 Implementation, monitoring and review

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 smokefree 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 NHS GGC website and StaffNet.

Overall responsibility for ensuring the policy is implemented, monitored and reviewed rests with the Director of Human Resources.

Monitoring of adherence to the Policy and uptake of stop smoking services will be carried out by the Tobacco Policy Implementation Group, Health & Safety groups, Risk Management Advisory groups, Healthy Working Lives groups, Occupational Health Departments and Human Resources Departments. All monitoring information will be reported to the Director of Human Resources as part of the review process.

Please direct any questions or concerns about the Policy to the Director of Human Resources.

## 2.6 Training

All staff will be made aware of their responsibility for complying with and supporting the Smokefree 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 Smokefree Services.

## 2.7 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 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.

## Support for smokers

### 3.1 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.

### 3.2 Support for all

#### Staff

- Staff who smoke will be encouraged to seek support to quit and/or manage their smoking whilst at work.
- The local arrangements for accessing such support will be clearly publicised to staff through StaffNet and in local staff areas.



- Smokefree Services can offer advice, support and access to free nicotine replacement therapy or other stop smoking medication products for all NHS GGC staff who wish to stop smoking.
- Staff can either self refer or be referred by a line manager to the Smokefree Staff Service through email – [SmokeFreeStaff@ggc.scot.nhs.uk](mailto:SmokeFreeStaff@ggc.scot.nhs.uk)
- 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.

## **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. NHS Greater Glasgow and Clyde 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. This has been reviewed by the Central Legal Office.

## **Visitors**

Visitor information will include reference to the Policy, emphasising the support that smokers need when they are trying to quit, 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**

Staff can email – [Smokefree.staff@ggc.scot.nhs.uk](mailto:Smokefree.staff@ggc.scot.nhs.uk)

Staff, patients and visitors can visit – [www.nhsggcsmokefree.org.uk](http://www.nhsggcsmokefree.org.uk)

Or call Smokeline - 0800 84 84 84

**Occupational health department**

Address: 2nd floor, Former outpatients dept., Victoria Infirmary, Glasgow G42 9TY

Telephone: 0141 201 5600

## **Appendix A**

### **Legal obligations**

By law NHS Greater Glasgow and Clyde is responsible for:

- Maintaining a safe, healthy working environment
- Ensuring that all enclosed and substantially enclosed premises are smokefree, and that appropriate No Smoking signs are clearly displayed.
- Protecting the health of patients, staff, visitors and contractors from hazardous environments
- Making sure that staff understand their responsibilities to take reasonable care of the health and safety of others

### **Legislation:**

- Health & Safety at Work etc Act 1974
- Smoking, Health and Social Care (Scotland) Act 2005
- The Workplace (Health, Safety & Welfare) Regulations 1992
- Employment Rights Act 1996
- The Disability Discrimination Act 1995
- The Pregnant Workers Directive
- Control of Substances Hazardous to Health (COSHH) Regulations 2002.

### **Cross-referencing**

#### **Local documents:**

- Occupational Health Referral Process
- Resolution of Differences Policy & Procedure
- Management of Capability Policy & Procedure
- Management of Conduct Policy & Procedure
- Equality and Diversity Policy
- Policy and procedure manual on the management of violence and aggression
- Dignity at work policy: Bullying and Harassment Procedure
- Employee Conduct: Disciplinary Policy and Procedure
- Dealing with Violent Patients
- Dignity at Work Policy
- Grievance Procedure
- Disciplinary Policy and Procedure
- Violence and Aggression Policy
- Management of Employee Conduct Policy

- Health & Safety Policy
- Dignity at Work Policy
- Guidance for staff when caring for inpatients, within a Mental health or Learning Disability Facility, who want to smoke. NHS GGC May 2014
- Guidance for staff caring for inpatients who want to smoke. NHS GGC May 2014
- Guidance for managing staff who breach the Smokefree Policy. NHS GGC May 2014.

#### **NHS/Govt documents:**

- Department of Health. *Smoking Kills: A White Paper on Tobacco*. 1998. London, The Stationery Office
- Scottish Office, *Towards a Healthier Scotland: A White Paper on Health*. 1999. Edinburgh, The Stationery Office
- Scottish Executive. *Our National Health: A plan for action, a plan for change*. 2000. Edinburgh, The Stationery Office
- Scottish Executive. *Cancer in Scotland: action for change*. 2001. Edinburgh, The Stationery Office
- Scottish Executive. *Improving Health in Scotland – The challenge*. 2003. Edinburgh, The Stationery Office
- Scottish Executive. *Partnership for Care – Scotland’s Health White Paper*. 2003. Edinburgh, The Stationery Office
- *On the state of public health*, Chief Medical Officer’s annual report, 2003
- The Scottish Executive, *A Breath of Fresh Air for Scotland – improving Scotland’s Health: The Challenge – Tobacco Control Action Plan*. 2004. Edinburgh, The Stationery Office.
- ASH Scotland/Health Scotland, *A guide to Smoking Cessation in Scotland*, 2010: Planning and providing specialist smoking cessation services, 2010 Edinburgh
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- *Smokefree mental health services in Scotland – Implementation guidance*. NHS Scotland 2011.
- *Change in mental health after smoking cessation: systematic review and meta-analysis*. BMJ 2014. Taylor 12 Feb 2014.