

No Smoking and Vaping Policy

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1. Introduction

Salisbury NHS Foundation Trust has a duty of care to protect the health of, and promote healthy behaviour in all people who come into contact with its services and use its premises. Stopping smoking at any time has considerable health benefits for those who smoke and those around them. From January 1st 2019, the Trust will be smoke-free across all of our owned land, buildings and services. This is to come into line with all NHS providers across England to comply with the requirements of PH 48, NICE Guidelines NG92, NHS England, and the requirements of our CCG. The Trust does already comply with the 2006 legislation that restricts smoking within buildings and in certain confined spaces.

2. Purpose

The purpose of this policy is to make the whole of the Salisbury NHS Foundation Trust site a no smoking area. It is a known fact that smoking damages health and the Trust will actively support staff, patients and all those who use our services to stop smoking or temporarily abstain from smoking whilst on site.

The Trust will encourage everyone who smokes to stop smoking completely and provide access to licensed nicotine containing products if appropriate. The Trust will also encourage people already using an unlicensed nicotine product (for example unlicensed electronic cigarettes to switch to a licensed product). However, the message from Public Health England that e-cigarettes/vaping is a far less hazardous activity than smoking will be supported and certain areas in the grounds will be clearly designated for that purpose. However, e-cigarettes/vaping will not be allowed inside any Trust building. The key messages that underpin this policy are:

- People who do not smoke should not be subjected to any smoke, tobacco or otherwise.
- Anyone who wants to give up smoking will be actively helped and encouraged to do so.
- Staff who use e-cigarettes or vape smoke must only do so:-
 - during official breaks,
 - if it is not to the detriment of provision of service
 - in clearly designated areas
 - and when in these areas are not identifiable in their uniform or badge as a Trust employee and use a suitable over garment to exhibit as low a profile as possible

Key Messages

- E-cigarette charging units are not allowed to be plugged into the hospital ring main, however, designated charging points will be supplied in certain public access areas.
- The Trust will allow the sale of licensed nicotine containing products and single use e-cigarettes or vapes on site.
- Patients/visitors who wish to smoke should be advised that the Trust is a non-smoking site and they should refrain from smoking anywhere on site.

3. Scope

This policy applies to everyone who uses, visits, or works on the Salisbury District Hospital site including contractors, volunteers and agency staff.

The Trust recognises the difficulties for staff who smoke or those who wish to give up. In helping staff to comply with Trust policy, advice and guidance will be made available (pharmacy and occupational health) and all alternatives will be considered including the use of buccal nicotine containing products.

When assessing the risk from smoking and secondary smoke, there is a greater level of protection required for vulnerable groups under health and safety legislation. Examples would be expectant mothers, young workers and children. Advice should be sought from occupational health or the health and safety team if such situations arise.

For staff, the rules that govern smoking and smoking at work are complex in a community setting. Staff who work out in the community and visit patients in their own homes should always seek the advice of their manager and the wishes of the patient. Clarification and advice can be obtained from the health and safety team.

Electronic cigarettes or e-cigarettes are one of many aids to help people stop smoking. Their use by staff patients and visitors is a complex issue that can sometimes set an example to people who want to smoke in a non-designated area; they can set off fire alarms or can in some cases be a fire hazard. Other licensed therapeutic nicotine options can be used inside buildings/on site for use in a quit attempt or temporary abstinence.

It is still the same stance as the previous policy in those electronic cigarettes or vaping systems cannot be used by anyone inside any Trust building.

Roles and responsibilities

4.1 Chief Executive

They have overall responsibility for the effective implementation of this policy and ensuring that delegated responsibility for its effectiveness is clearly defined.

4.2 Directors

They ensure that the policy is effectively enforced and that the Trust has resources and supportive measures in place to enable staff to give up smoking.

4.3 Department Leads, Directorate Management Teams and Managers

They ensure that in their areas staff are clear on the policy and how it impacts on their own area of work and what the consequences are if there is a breach in the policy. That staff under their management are clear in how this policy applies to patient's visitors, contractors and all those who come onto site.

This policy will be made known to all existing and new members of staff, feature in the recruitment and induction process, especially local induction.

4.4 Staff

All staff are expected to cooperate in the implementation and the day to day management of this policy across the hospital site. As with all Trust policies, compliance is the responsibility of all staff and the Trust expects that staff will raise awareness of this policy wherever appropriate. The expectation of the Trust is that its employees will not put themselves at risk in challenging those who smoke on our site.

Any staff member smoking on site will lead to the appropriate disciplinary action in line with the Trusts disciplinary procedures.

All staff are expected to advise patients and visitors who wish to smoke of the requirements of the policy and the expectations of the Trust. There must not be any staff supervised/staff facilitated smoking breaks for people using the Trusts services.

All staff are required to report through the Datix reporting system, any breaches of this policy.

Note The definition of staff includes other NHS providers based on our site or who may come onto site. The definition of our site is attached as here [Definition of Salisbury NHS site, services and premises](#)

4.5 Contractors

All contractors on site are bound by this policy. Estates and Technical Services, Facilities and Trust Departments who commission on site services shall ensure that compliance with this policy is implicit in the contract. This applies to their vehicles as they are commissioned by the Trust and commercially owned not private. Even if large contracts have their own portacabins/designated rest rooms, then this is not an exemption to the policy. If contractors are found to be in breach of this policy this will be classed as a breach of contract and the options for penalties will be explored. In serious cases, contractors may be asked to leave the site.

4.6 Residences and Accommodation

Smoking of tobacco is not allowed in any of the accommodation areas but alternative therapies are allowed in private rooms but not common areas.

There are no exceptions apart from the internal processes within the hospice for end of life care.

5. Exceptions

There are no exceptions apart from the internal processes within the hospice for end of life care

Private vehicles

The policy applies to any vehicle parked on NHS land including private and Trust owned vehicles. Staff with lease hire cars should liaise with their lease arrangements and check their agreement.

6. Help and advice

6.1 You can always contact your GP or local pharmacist, plus, there are a number of NHS websites and help lines you can access:

<http://smokefree.nhs.uk/ways-to-quit/local-nhs-stop-smoking-service/>

6.2 Occupational Health & Wellbeing

They can give advice and guidance on how to stop smoking and have a number of free leaflets available outside their reception. There is also guidance on the policy on our intranet site and a Q & A section on support for staff in how the policy is enforced (patients, visitors and staff) and when it is appropriate: <http://intranet/departments/occupational-health-and-safety-services-ohss/smoke-free-site-info-for-staff/>

6.3 Smoking Cessation Nurse

The Trust support patients through the 'Smoking Cessation Nurse' who can be contacted via the respiratory team on Ext 4220 or through Occupational Health and Wellbeing. They can also be contacted on their mobile via the switchboard or by e-mail.

6.4 Health and Safety Team and the Fire Officer

If a member of staff has concerns either from continued breach of this policy, or smoking in an area of serious or imminent danger for example by flammable gas storage areas or by the bulk oxygen storage facility, then they can make direct contact or in an emergency through the switchboard.

6.5 For patients, they can also contact the Trust medical or nursing staff for advice and guidance.

Patients/ visitors who wish to smoke should be advised that the Trust is a non-smoking site and they should refrain from smoking anywhere on site (advice to patient on the Trust being smokefree has been added to patients letters). Also see 6.2 for guidance on how to approach patients on the OH intranet site.

7. Consultation, approval and ratification

This policy will be approved by the health and safety committee in consultation with health and safety union representatives.

8. Review and revision arrangements including version control

This will be through the health and safety manager who is the author and will hold an original copy. Archived copies will be held by the health and safety department.

9. Dissemination and implementation

To be made available on the intranet through cascade brief and broadcast. It is also part of induction and local induction.

10. Monitoring compliance

Regular audits will be undertaken by the fire officer and the health and safety team to ascertain how this policy is being complied with and understood by staff, patients and visitors. Audit results will be fed back to the health and safety committee.

11. References

Health Act 2006 and subsequent regulations

The Smoke-free (Premises and Enforcement) Regulations 2006 [SI 2006/3368]

Smoke-free (Signs) Regulations 2006 [SI 2007/923]

Smoke-free (Exemptions and Vehicles) Regulations 200 [SI 2007/765]

Smoke-free (Penalties and Discounted Amounts) Regulations 2007 [SI 2007/764]

Smoke-free (Vehicle Operators and Penalty Notices) Regulations 2007 [SI 2007/760]

PH48

NG92

Health Act 2009

Health and Safety at Work Act (Etc) 1974

COSHH Regulations 2002

Privacy Impact Assessment (PIA) *As this policy is based on current legislative guidelines; it does not require a PIA to be completed.*

Post holder responsible for Policy: Director OD and People

Date first written: December 2001

Approved by Operational Management Board