

Smoking Policy

W21

Additionally refer to:

W9: Dress Code and Appearance Policy

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Document Control Sheet

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Distribution	Please refer to the intranet version for the latest Version of this policy. Any printed copies may not necessarily be the most up to date
Key Words – including abbreviations if these would be reasonably expected to be used as search terms	Smoking / E-cigarettes/ Vaping
Dissemination plan	This document will be disseminated via policy leads and the management cascade using Policy Update

Versions History

Version	Date	Author	Status	Comment – include reference to Committee presentations and dates
V2	Sept 07	Head of HR	Final	Approved
V3	Jan 18	Staff Involvement Lead and Staff Side Chair	Draft	Rewritten to new policy format
V3.1	March 18	Staff Involvement Lead and Staff Side Chair	Draft	Following comments from JNCC Policy Group
V3.2	April 18	Staff Involvement Lead	Draft	Following final comments from JNCC Policy Group
V 3.3	Nov 2023	Laura Westcott	Final	Minor changes to incorporate vaping in the definition of smoking, updates on contact details, changes to the wording on Health & Safety (2.4), clarification of the role of the Tobacco dependency team & advise to staff when challenging smokers.

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Policy on a Page

- The risk from passive smoking must be eliminated or reduced as far as reasonably possible
- To maintain the Trust's commitment to have a smoke-free site.
- The Trust is a no smoking/e-cigarette/vaping organisation except for designated external areas. The use of e-cigarettes/vapes are only permitted outside Trust buildings and away from doors and windows.
- Smoking is not permitted in any vehicle parked on Trust property.
- Smoking is only permitted in designated smoking shelters as seen on site map in appendix A
- Designated external smoking areas for the Royal Shrewsbury Hospital include:
 - Copthorne Building entrance, RSH
 - Outside ward block area, RSH
 - Rear of catering department, RSH
 - Outpatients entrance, RSH
- Designated external smoking areas for the Princess Royal Hospital include:
 - External shelter on patient car park opposite main entrance
 - External shelter by rear entrance staff car park
- Visitors must be informed of the Smoking Policy prior to visiting Trust site or as early as possible and signposted as to how they can access support to be smoke-free:
- Useful contacts for staff, visitors and patients
 - Hospital Stop Smoking Nurse PRH: 4464 / Bleep 256
 - Hospital Stop Smoking Nurse RSH: 4464 / Bleep 980
 - Healthy Pregnancy Support Service: 5732
 - Healthy Lives (Shropshire Council)
 - Help Me Quit (Public Health Wales)
- Visitors or patients who persistently fail to adhere to the Smoking Policy will be managed in line with 'Violence and Aggression' policy at the earliest possible opportunity.
 - Staff who infringe this policy will normally be dealt with under the Trust's Disciplinary Policy and Procedures.
- Staff members must not smoke in uniform unless appropriately covered up, in line with the Dress Code and Appearance Policy (W9).

1 Policy Statement

- 1.1 This policy applies to all patients, visitors and staff.
- 1.2 The Trust is committed to ensuring a healthy and safe environment for the staff it employs and the families that it serves. The Trust recognises that to meet its responsibilities, the risk from passive smoking must be eliminated or reduced as far as reasonably possible. The Trust is also committed to providing a healthy and safe environment for patients and visitors to the Trust through ensuring a smoke-free atmosphere.
- 1.3 The aim of this document is to provide clear guidance on the restrictions for smoking and the use of e-cigarettes/vapes on Trust property in line with the Health Act 2006. It also outlines the assistance that will be offered to individuals who wish to stop smoking.
- 1.4 In implementing this policy, managers must ensure that all staff are treated fairly and within the provisions and spirit of the Trust's Equality, Diversity and Inclusion Policy (W30).

2 Overview

- 2.1 To reduce the impact of smoking and the use of e-cigarettes/vapes on patients, visitors and staff.
- 2.2 To provide guidance on the smoking and e-cigarette/vapes restrictions applied to Trust premises.
- 2.3 To maintain the Trust's commitment to have a smoke-free site.
- 2.4 To meet statutory requirements. These include:-
 - Health Act 2006
 - Smoke-free Regulations (Premises and Enforcement) 2006 - Signs, Penalties and Discounted amounts
 - Health and Safety at Work Act 1974, to ensure employees, patients, visitors and contractors are not exposed to risks due to smoking, second hand smoke or associated risks of fire
 - Workplace (Health, Safety and Welfare) Regulations, to ensure that tobacco smoke generated in permitted outdoor smoking areas does not enter any Trust-occupied building.
 - The Trust's public health responsibility to improve the health of the local population beyond those who are currently receiving care.

3 Definitions

- 3.1 The following definitions apply to this document:

Smoking The inhalation of smoke of burning tobacco encased in cigarettes, pipes, and cigars.

E-cigarette/Vape The term includes a personal vaporizer (PV), and electronic nicotine delivery system (END). The devices are battery operated that mimic tobacco smoking. They produce vapour, including flavoured aromas either with or without nicotine, rather than traditional smoke.

Staff	The term includes substantive, temporary staff, bank staff, agency staff, locums, volunteers and contractors on site.
Visitors	The term includes all users of services provided by the Trust, members of the public and any other persons who enter Trust premises.

4 Duties

4.1 Trust board

- Oversee the Smoking Policy and set out the Trust's commitment to introduce the arrangements included.

4.2 Managers

- Implement this policy and ensure that all members of staff are aware of their responsibilities, opportunities and restrictions under it as required.
- Report to Human Resources (HR), the Fire Safety Officer and Smoking Cessation Nurse for support and guidance should there be any circumstances of breach of this policy.
- Ensure that staff, patients and visitors are aware of the location of external smoking/e-cigarette/vaping areas.
- Ensure that smoking and the use of e-cigarettes/vapes are restricted to authorised unpaid breaks in line with agenda for change.
- Ensure that all staff are appropriately trained to discuss the policy, offer support and if necessary challenge anyone who does not comply with the policy.
- All managers/leaders have a responsibility to raise awareness with anyone who is not adhering to the policy.

4.3 Fire Safety Officer/Estates

- To monitor the implementation of this policy through monitoring of Fire Incident Reports and cleaning regimes.
- Ensuring adequate signage of smoking and e-cigarette/vaping restrictions at all entrances to Trust smoke-free premises.

4.4 Human Resources

- Provide support and guidance to staff and managers on the implementation and application of this policy.
- Monitor the application of this policy and update it as required.

4.5 Tobacco Dependency Team

- To promote the benefits of smoking cessation.
- To provide stop smoking support, advice, education, pharmacotherapy and withdrawal management interventions for all patients that smoke at the Trust, and to refer/signpost patients to community based stop smoking services.
- Advise all staff in line with the Trusts smoking cessation standard operating procedures.

4.6 Clinical staff

- Assess and document smoking status as part of clinical assessments within 2 hours of admission..
- Offer smoking cessation referrals to all smokers.
- Ensure Nicotine Replacement Therapy (NRT) is prescribed to all in-patient smokers where appropriate and in accordance with the Trusts prescribing guidelines.
- Advise all planned admissions of the Trust's Smoking Policy and refer/signpost them to the Tobacco Dependency Team prior to admission, where appropriate.
- Ensure there is adequate NRT available in wards and departments.

4.7 Staff

- All staff have a responsibility to raise awareness with anyone who is not adhering to the policy, where they feel safe to do so and in the correct way.
- On Challenging, if faced with aggression and/or violence, staff should seek support and contact security immediately.

Security Assistance PRH: Bleep 051/ Ext 4932

Security Assistance RSH: Bleep 570/ Ext 3695

5 Application of the policy

5.1 Restrictions

5.1.1 The Trust is a no smoking/e-cigarette/vaping organisation except for designated external areas. Smoking is strictly limited to the smoking shelters and smoking bins provided must be used at all times for cigarette waste. A site map can be found in Appendix A, page 11 and 12. The use of e-cigarettes/vapes are only permitted outside Trust buildings and away from doors and windows.

5.1.2 Smoking is not permitted in the cycle shelters.

5.1.3 Smoking is not permitted in any vehicle parked on Trust property.

5.1.4 Designated external smoking areas for the Royal Shrewsbury Hospital are:

- Copthorne Building entrance, RSH
- Outside ward block area, RSH
- Rear of catering department, RSH
- Outpatients entrance, RSH

5.1.5 Designated external smoking areas for the Princess Royal Hospital are:

- External shelter on patient car park opposite main entrance
- External shelter by rear entrance staff car park

5.2 Visitors

5.2.1 Visitors must be informed of the Smoking Policy prior to visiting Trust site or as early as possible and signposted as to how they can access support to be smoke-free (contacts can be found on page 4).

5.2.2 Persistent failure to adhere to the Smoking Policy will be managed in line with 'Violence and Aggression' policy, or where appropriate be reported to their organisation under their local smoke-free policy.

5.3 Patients

5.3.1 Patients must be informed of the Smoking Policy prior to elective admission, appointment or procedure and advised how to access support to be smoke-free and commence treatment prior to admission. This will be included in appointment letters. Unplanned admissions should be informed of the Smoking Policy as early as possible and offered support to be smoke-free or

offered NRT to treat nicotine withdrawal during their hospital admission where appropriate and in accordance with the Trusts prescribing guidelines (contacts can be found on page 4).

- 5.3.2 All patients should be screened for smoking status and the information to be recorded within 2 hours of admission.
- 5.3.3 Patients may be escorted to an external smoking/e-cigarette/vaping area at the discretion of the Ward Manager. However, agreement must also be reached with the individual undertaking the escort duty. The escort must not smoke or use e-cigarettes/vapes during the escort duty.

5.4 Patients during pregnancy and childbirth

- 5.4.1 Pregnant women accessing Trust pregnancy and childbirth services should be asked about their smoking status.
- 5.4.2 Pregnant women accessing the Trust pregnancy and childbirth services should be given verbal or written information about the risks of smoking and exposure to passive smoking to the unborn child, and information about the health benefits of stopping smoking.
- 5.4.3 Pregnant women accessing trust pregnancy and childbirth services who smoke should be offered referral to specialist stop smoking support (contacts can be found on page 4).

5.5 Staff

- 5.5.1 Staff members must only smoke or use e-cigarettes/vapes on authorised unpaid breaks in line with agenda for change.
- 5.5.2 Staff members must not smoke in uniform unless appropriately covered up, in line with the Dress Code and Appearance Policy (W9).
- 5.5.3 Staff may only escort patients to an external smoking/e-cigarette/vaping area at the discretion of the Ward Manager. However, agreement must also be reached with the individual undertaking the escort duty. The escort must not smoke or use e-cigarettes/vapes during the escort duty.
- 5.5.4 Staff who infringe this policy will normally be dealt with under the Trust's Disciplinary Policy and Procedures.
- 5.5.5 The Trust will provide support for smokers who wish to stop smoking. Staff who smoke can access support from the stop smoking service to quit or withdraw from smoking, and may access these services within work time in accordance with the Special Leave Policy (see question 28). Support contacts can be found on page 4.

6 Training needs

- 6.1 Details of the Smoking Policy will be covered in department induction on entry to the Trust or department.
- 6.2 There is no mandatory training in relation to this policy.

7 Review process

- 7.1 The Trust will review this policy every 5 years, unless there are significant changes made to legislation, national policy, or locally.

8 Equality Impact Assessment (EQIA)

This document has been subject to an Equality Impact Assessment. This policy has positive impacts by clearly stating areas where smoking is not allowed and outlining the support for help to quit. Health outcomes are particularly poor in relation to smoking cessation.

9 Process for Monitoring Compliance

Aspect of compliance or effectiveness being monitored	Monitoring method	Responsibility for monitoring (job title)	Frequency of monitoring	Group or Committee that will review the findings and monitor completion of any resulting action plan
Access and uptake to be monitored	At policy review	HR Team	On policy review	JNCC

10 References

- The Health Act 2006, Department of Health
- Workplace health, safety and welfare. <http://www.hse.gov.uk/pUbns/priced/l24.pdf>
- ACAS Guidance on E-cigarettes in the workplace. <http://www.acas.org.uk/index.aspx?articleid=4900>
- Smoke-free Regulations (Premises and Enforcement) 2006. <http://www.legislation.gov.uk/ukxi/2006/3368/contents/made>
- Health and Safety at Work Act 1974. <https://www.legislation.gov.uk/ukpga/1974/37>
- NICE Guideline on Tobacco: preventing uptake, promoting quitting and treating dependence (NG209), November 2021
- Public Health Consequences of E-Cigarettes, 2018
- Smoking Kills – A White Paper on Tobacco <https://www.gov.uk/government/publications/a-white-paper-on-tobacco>
- Healthy Lives, Healthy People <https://www.gov.uk/government/publications/healthy-lives-healthy-people-our-strategy-for-public-health-in-england>
- Schraufnagel et al (2014) Electronic cigarettes: A position statement of the Forum of International Respiratory Societies. AJRCCM. 190(6): 611-618. <http://www.atsjournals.org/doi/abs/10.1164/rccm.201407-1198PP#VCLV3fldV4>
- E-cigarettes: an evidence update, 19 August 2015 <https://www.gov.uk/government/publications/e-cigarettes-an-evidence-update>

11 Associated documentation

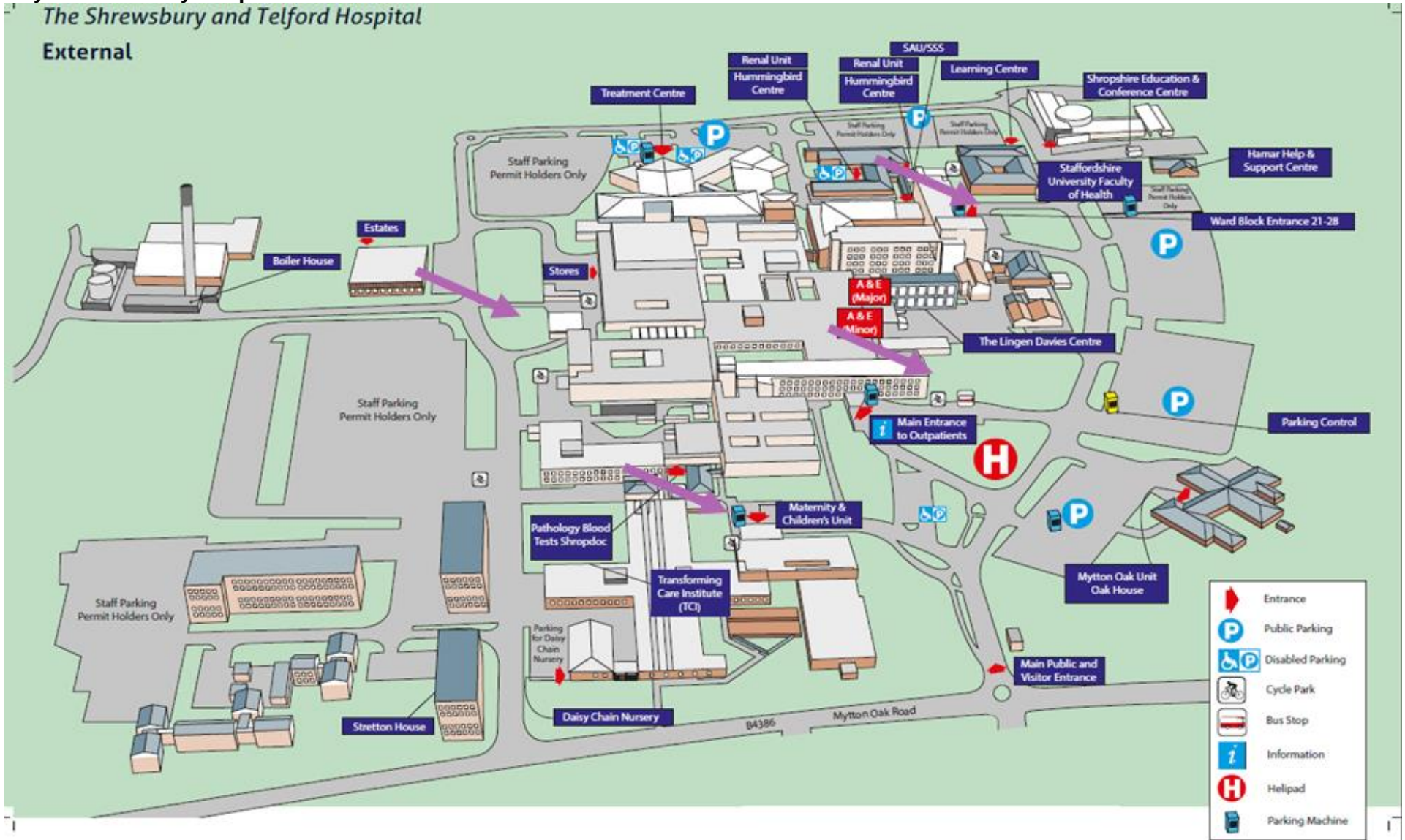
Dress Code and Appearance Policy (W9)

Appendix A: Smoking Shelter Site Map

Royal Shrewsbury Hospital

The Shrewsbury and Telford Hospital

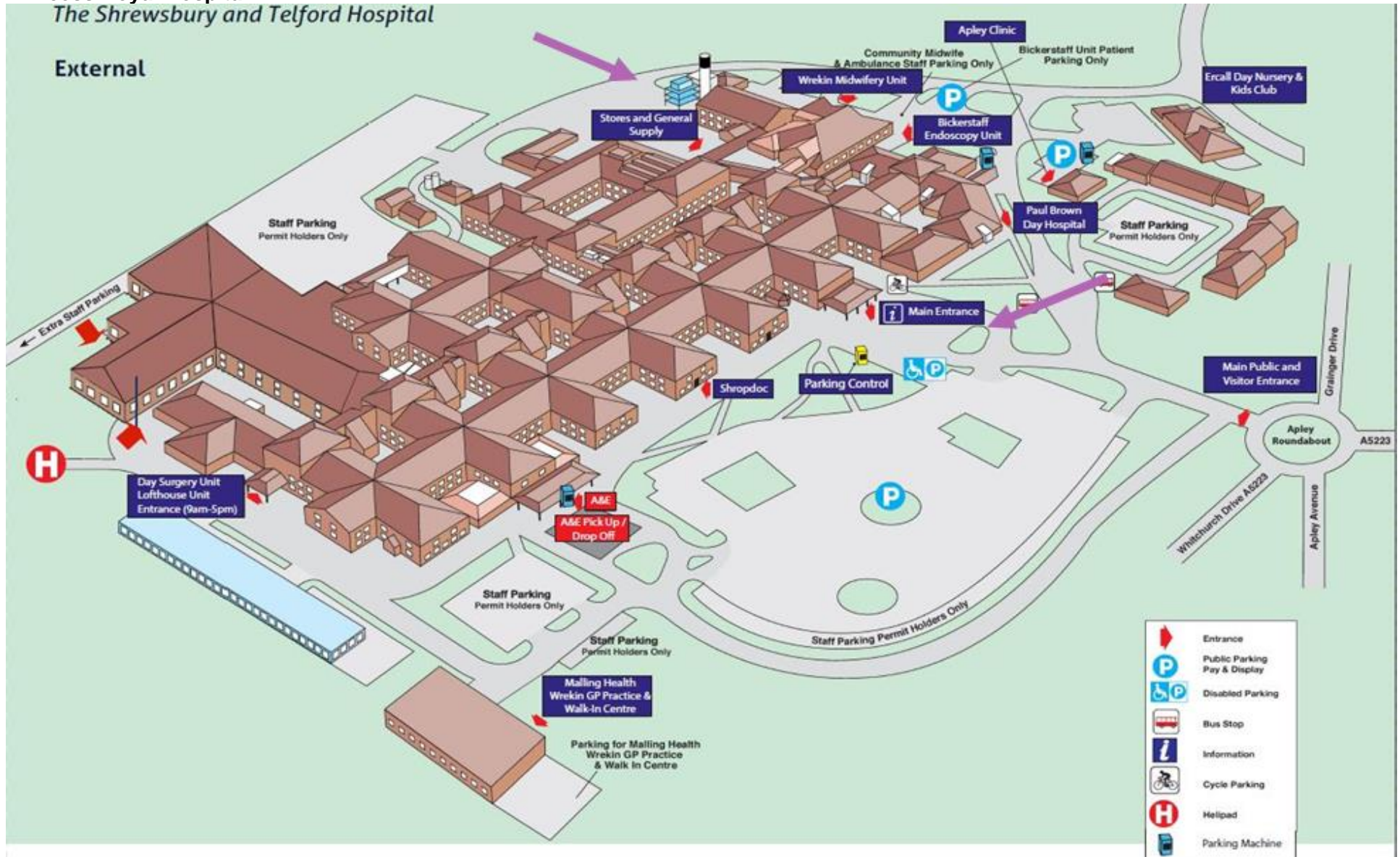
External



Princess Royal Hospital

The Shrewsbury and Telford Hospital

External



Equality Impact Assessment Form - Stage 1 – Initial Assessment

Managers Name	Charlotte Banks	Division	Workforce
Function, Policy, Practices, Service	To provide guidance on the smoking restrictions for staff, visitors, contractors and patients.	Purpose and Outcomes – intended and differential	The aim of this document is to provide clear guidance on the restrictions for smoking and the use of e-cigarettes/vapes on Trust property in line with the Health Act 2006. It also outlines the assistance that will be offered to individuals who wish to stop smoking.
Implementation Date	Pending	Who does it affect?	Staff, patients, visitors, contractors, members of the public
Consultation Process	JNCC Policy Meeting	Communication and awareness	Launch new policy internally, staff training, new signs, press release, website.

For completion of the following table please see point 7 in the guidance notes.

Equality Target Group	(a) Positive Impact	(b) Negative Impact	Reason/Comment
Men	None	None	There are no positive or negative impacts on any of the protected characteristics.
Women	None	None	
Black/Black British	None	None	There are no positive or negative impacts on any of the protected characteristics.
Asian/Asian British	None	None	
Chinese	None	None	
White (including Irish)	None	None	

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Other racial/ethnic group (please specify)	None	None	
Mixed race	None	None	
Disabled	None	None	There are no positive or negative impacts on any of the protected characteristics.
Gay/Lesbian/Bi-sexual	None	None	There are no positive or negative impacts on any of the protected characteristics.
Transgender	None	None	There are no positive or negative impacts on any of the protected characteristics.
Younger People (17-25) and children	None		There are no positive or negative impacts on any of the protected characteristics.
Older People (50+)	None	None	There are no positive or negative impacts on any of the protected characteristics.
Faith groups (please specify)	None	None	There are no positive or negative impacts on any of the protected characteristics.

Following completion of the Stage 1 assessment, is Stage 2 (Full Assessment) necessary? **Yes** x **No**

Date Completed: 04/05/2018

Signed by Manager completing the assessment:
Charlotte Banks

Equality Impact Assessment Form

Stage 2 – Full Assessment

Managers Name		Division	
What adverse/negative impact(s) were identified in stage one and which group(s) were affected/			
What changes or actions do you propose/recommend to improve the Function, Policy, Practices and Service to eradicate or minimise the negative impacts on the specific groups?			
How do you intend to communicate or consult in relation to the actions and			

<p>proposals for improvements?</p>			
<p>How will actions and proposals be monitored to ensure their success?</p>		<p>When is the date of the next review?</p>	

Date Completed:

Signed by Manager completing the assessment:

Equality Impact Assessment Improvement Plan

As a result of Stage 2 departments must design an Improvement Plan clearly defining and planning the actions and proposals identified above.

This must include

- Lead Manager
- Area(s) of negative impact
- Recommendations/amendments proposed
- Action to be taken
- Timescale
- Resource implications