

UBHT NON SMOKING POLICY

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UBHT Non Smoking Policy

NON SMOKING POLICY

1. INTRODUCTION

The adverse effects of smoking on public health, whether actively or passively have been widely known and accepted for some time. United Bristol Healthcare NHS Trust accepts its responsibility for promoting no smoking as a means of reducing the prevalence of smoking related diseases amongst the local population and for providing a healthy environment for its workforce. The Chief Medical Officer's Annual Report recommended that all NHS premises should be smoke free by the end of 2004. In addition the recent White Paper on Public Health and the Health Development Agency have stated that the NHS will be smoke-free by 2006. There is also a city-wide initiative to make Bristol smoke-free.

The Trust is committed to the objectives outlined in this policy. This commitment will be reflected in its management practices, staff training and development programmes and occupational health provision.

2. AIM OF THE POLICY

The aim of this policy is to:

- promote no smoking as normal practice of all Trust staff in health service premises

- ensure tobacco products are not available for sale on Trust premises
- ensure the rights of Trust employees to a smoke free environment
- encourage individuals not to take up smoking
- provide support for smokers who wish to give up smoking
- set an example to the public and contribute to the promotion of good health for all
- withdraw smoking facilities when the Trust becomes smoke-free

3. POLICY STATEMENT

Staff and employees of other organisations

There is a ban on staff smoking on all Trust premises, including grounds, buildings and entrances with the exception of residences where smoking will only be allowed in private rooms, residential flats and houses by people who are resident in them, or by their visitors with the resident's permission. Clear boundaries will be marked out at main entrances.

Smoking is not allowed in any vehicles identifiable as belonging to the Trust.

Potential and new staff will be advised of their responsibilities under the non-smoking policy through the Trust's recruitment, employment & induction literature and processes.

All staff have a responsibility to report anyone who fails to comply with the non-smoking policy – including staff, patients, visitors – to the appropriate line manager.

Staff who wish to smoke during designated breaks may do so provided that they are not identifiable as a Trust employee and are not on Trust premises.

Trust staff that fail to comply with the non-smoking policy will be reminded of the policy during its implementation period. Staff who fail to comply with the non-smoking policy after the Trust becomes smoke free will be subject to the Trust's Disciplinary Policy, procedures & rules.

In-patients

Smoking will not be allowed on Trust premises. Patients will be advised of smoking cessation routes before admission. Support will be available for patients that smoke who are admitted to hospital and either want to give up smoking or who do not want to/cannot give up smoking.

It is recognised that a very small number of patients and visitors may face particularly distressing or traumatic circumstances in which it may not be appropriate for staff to fully enforce the non-smoking ban. Such cases should be dealt with on an individual basis and the healthcare professional in charge must ensure that every effort is made to minimise any staff and patient exposure to smoke and that health & safety requirements are adhered to.

Relatives, Outpatients and Visitors

The ban on smoking on Trust premises also applies to relatives, people attending outpatient clinics and to visitors.

Sale and Promotion of Tobacco Products

The sale or promotion of tobacco products is not permitted on Trust premises including from vending machines and from shops managed by other organisations e.g. WRVS.

The non-smoking policy is an HR policy and needs to be used alongside other HR policies e.g. Disciplinary Policy & Procedures and the Health & Safety policies e.g. Prevention & management of Violence & Aggression Policy etc.

4. IMPLEMENTATION AND MONITORING

The Chief Executive is responsible for the overall implementation and monitoring of the policy on all Trust premises.

All those in supervisory, management or leadership roles are responsible for implementing the policy. All staff should discourage others from smoking.

Line managers 6 and 12 months after implementation will monitor compliance with the policy, with a formal review after 18 months.

Signs

Large, clear signs will be displayed at the main entrances to all Trust premises indicating that the Trust (including main entrances) is a no smoking area.

No smoking signs will also be displayed internally to reinforce the policy.

Help for Staff who Smoke

The Trust Smoking Cessation Co-ordinator will facilitate help for staff and is directed by the Trust Smoking Cessation Steering Group. Employees who wish to give up smoking can receive counselling and advice from Occupational Health staff to help ease the transition. This service is available in office-hours and support should be given to staff to attend. Up to half of the support needed may be taken within the employee's working hours. This is dependent upon the needs of the service and is at the discretion of the line manager.

Employees will find that their local GP practice will offer support in stopping smoking via their doctor, smoking cessation advisor or other member of primary care staff.

Local community pharmacists will be able to provide help and advice on various nicotine replacement therapy products. These are nicotine gum, patches, inhalators, microtab tablets, lozenges and nasal sprays. The cost of these nicotine products is less than the cost of smoking. They will reduce withdrawal symptoms like irritability and depression, and will reduce the craving to smoke.

The NHS Smoking Helpline provides information and support from trained counsellors. Tel: 0800 169 0169 - 7 days per week from 12pm –12am.

Quitline® is staffed by trained smoking cessation counsellors and offers assistance between 1pm and 9pm on weekdays. They will also provide a free help pack. Tel: 0800 002 200

On-line users can access the NHS website at: <http://www.lifesaver.co.uk/> This is designed to offer the support, advice and motivation that someone may need to stop smoking for life.

<http://www.quitsmokinguk.com/> This is the UK's on-line community run for quitting smokers by quitting smokers.

Help for Patients who smoke

The Trust Smoking Cessation Co-ordinator will facilitate help for patients and is directed by the Trust Smoking Cessation Steering Group. All pre-admission and outpatients literature will include information about the Trust's Non Smoking Policy. The alternatives stated above will also be available to patients via their GP's etc.

All wards and outpatients departments should be stocked with information on giving up smoking. The managers of these areas will be responsible for ordering and updating displays

Approaching Smokers

Staff are not expected to put themselves at unnecessary risk of violence and aggression when asking smokers to stop. Where such a risk exists staff should seek further help including calling Security where appropriate. The Trust provides training on violence and aggression that would assist in this situation.

Recruitment

To ensure that all prospective employees are aware of the Trust's Non Smoking Policy when they apply for posts.

On appointment, reference to the policy and the reasons behind it should be made during the employee's induction and orientation programme.

Breaches of Policy

- **Staff**

Staff will be encouraged to stop smoking and provided with appropriate counselling and support. As a last resort, staff who continue to smoke in breach of the policy will be dealt with under the Trust's Disciplinary Policy and be given formal warnings which if ignored could eventually result in dismissal.

- **Patients**

Patients who smoke when not authorised to do so will be asked to stop immediately and reminded of the policy. Where there are persistent breaches consideration will be given to withdrawing treatment in accordance with appropriate clinical protocols.

- **Visitors**

Visitors who smoke will be asked to stop smoking immediately and advised of the Trust's policy. If they persist they will be asked to leave the premises. Where necessary Security or the Police will be contacted to assist with this.

- **Employees of other organisations**

People working for other organisations that smoke on Trust premises will be asked to stop immediately and the policy explained to them. If they persist in smoking this will be reported to their employer and the individual will be asked to leave the premises.