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**SMOKE-FREE  
 POLICY**  
 Section 3 of the  
**MANAGING HEALTH  
 AT WORK PIN POLICY**

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## **SMOKE-FREE POLICY – Section 3 of the MANAGING HEALTH AT WORK PIN POLICY**

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## 1. SUMMARY

NHS Highland is committed to providing a safe and healthy environment for the public it serves, particularly its patients, visitors and all staff. In line with this we have revised our Tobacco Policy to reflect our dedication towards Smoke-Free premises:

- Smoking is prohibited in all NHS Highland buildings, grounds, premises, sites and vehicles.
- Staff should not smoke in uniform, personal protective equipment, wearing an ID badge or when otherwise identifiable as a member of NHS Highland staff.
- All staff who smoke can access information regarding services provided by Occupational Health and locality based Stop Smoking Advisers for smoking cessation support.
- All patients who smoke will be offered access to stop smoking support and inpatients experiencing acute nicotine withdrawal will be treated in a supportive manner and prescribed appropriate nicotine replacement therapy (NRT) medication where required to manage temporary abstinence during their stay in hospital.
- E-cigarettes are currently unregulated nicotine products for which there is insufficient evidence of safety. In view of this, use of e-cigarettes is not permitted anywhere on NHS Highland sites.
- The clear message is that smoking and the effects of second-hand smoke are a major cause of preventable ill health and should be discouraged.
- From 1<sup>st</sup> January 2008, smoking was banned in all grounds, making NHS Highland completely Smoke-Free.
- From 3<sup>rd</sup> September 2012 all NHS Highland mental health premises (i.e. New Craigs Hospital and Argyll and Bute Hospital) became Smoke-Free, meaning the removal of 'smoking rooms' within the buildings. Patients are currently allowed to smoke in the grounds, well away from doors and windows. Staff, visitors and contractors remain to be prohibited from smoking in the grounds.
- This policy also applies to any contractors, volunteers, or staff from other employers on NHS Highland premises.
- Please note exemptions, section 2.3.

## 2. INTRODUCTION

NHS Highland is dedicated to providing a healthy and safe environment for its

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staff, patients and visitors, as well as a comfortable and productive work environment for its employees. As there is clear evidence that both smoking and the inhalation of second-hand smoke are dangerous to health, NHS Highland has a responsibility both to protect its non-smoking workforce and to support those who do smoke in their efforts either to smoke less while at work or to stop altogether. Over 70% of people who smoke in Scotland would like to quit. However, the Board recognises that smoking is an addictive habit and will offer ongoing support to those who wish to stop smoking or smoke less.

Improved health for people at work offers real gains to employees and employers through lower rates of sickness absence, less time for recovery and a quicker return to work, fewer accidents and improved productivity, the policy supports the staff governance action plan to reduce the rate of sickness absence for employees of NHS Highland.

NHS Highland has a leading role to improve public health, and reduce the preventable death, disability and disease that smoking causes each year across the community. The Board is also very aware that as one of the largest employers in Highland it can influence the wider community through its workforce. In light of this commitment and in accordance with smoking legislation this revised Smoke-Free workplace policy has been agreed and will supersede the previous policy on 1<sup>st</sup> April 2015.

## 2.1 NHS Responsibilities

NHS Highland has a duty under The Health and Safety at Work Act 1974 to provide a working environment that is “safe and without risks to health”.

The Smoking, Health and Social Care (Scotland) Act 2005 and the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006 came into effect on 26 March 2006 and NHS Highland implemented a Tobacco Policy in line with the new legislation. The Board agreed to extend the existing policy, and with effect from 1<sup>st</sup> January 2008 the policy covered all NHS premises and grounds in Highland.

The Scottish Government’s new 5 year Tobacco Control Strategy for Scotland “Creating a Tobacco-Free Generation” was published in 2013. The strategy outlines a number of challenges most notably that all NHS organisations should lead by example in providing smoke-free environments and should ensure that all premises and grounds are entirely smoke-free by April 2015. This includes staff, patients and visitors having access to specialist Smoking Cessation Service and advice and support on managing temporary abstinence.

The success of this policy depends on the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All NHS employees are responsible for familiarising themselves with the content of this Smoke-Free Policy and conforming to the guidance within.

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## 2.2 Scope

Smoking is not allowed on NHS Highland premises except in the exceptional circumstances listed below (2.3).

This policy covers all NHS Highland premises. These include:

- All buildings e.g. offices, hospitals, health centres, cabins and staff residencies including doorways and entrances
- All vehicles e.g. pool cars, lease cars, hire cars and light and heavy goods vehicles regardless of location.
- Smoking is also not permitted in privately owned vehicles whilst parked on NHS Highland property or during transporting fellow employees or clients on NHS Highland business. Second-hand smoke stays around for many hours after a cigarette has been put out. Staff are requested to be mindful of this when transporting fellow employees or clients is planned.
- All grounds including gardens, walkways and car parks.

This policy is intended for:

- All directly employed staff of NHS Highland, irrespective of age, sex, disability, ethnicity / race, marital or civil partnership status, sexual orientation, religion or belief, pregnancy, maternity or gender reassignment.
- Patients, visitors, members of the public, contractors and other persons who enter NHS Highland premises.

## 2.3 Exemptions

- From 3<sup>rd</sup> September 2012 all NHS Highland **mental health premises** (i.e. New Craigs Hospital and Argyll and Bute Hospital) became Smoke-Free indoors, meaning the removal of 'smoking rooms' within the buildings. Patients are currently allowed to smoke in the grounds, well away from doors and windows and this will continue within this policy. This exemption only applies to New Craigs Hospital and Argyll and Bute Hospital. Staff, visitors and contractors remain to be prohibited from smoking in the grounds.
- **Residential care (not including day care centres) and nursing homes and hospices** are exempt under the Smoke-Free legislation and are also exempt from the requirement to have Smoke-Free sites under this policy. Proprietors may designate rooms for smoking, although they are not obliged to do so. Any 'designated' rooms should be enclosed spaces with ventilation systems that do not ventilate into any other part of the building, and should be clearly marked as a room in which smoking is permitted. These rooms are designed for the use of residents, not staff or visitors.

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Staff exposure to second-hand smoke should be minimised.

### 3. AIM, OUTCOMES AND BENEFITS

#### **Aim**

This Smoke-Free policy aims to promote non-smoking as the norm and guarantee non smokers, who enter NHS Highland premises, vehicles and grounds, the right to breathe air that is free of tobacco smoke, whilst also taking account of the needs of those who smoke.

#### **Outcome**

The outcome of this policy is to provide a Smoke-Free environment and de-normalise smoking while offering support to those who wish to continue to smoke and those who would like to smoke.

#### **Benefits**

- Protect and improve the health of the population of NHS Highland by promoting a Smoke-Free environment for all.
- Complement community-wide tobacco control measures that are reducing the prevalence of smoking.
- Offer support to smokers who would like to stop or, would like help to cope with restrictions on their smoking in order to comply with the policy.
- Minimise exposure of employees to tobacco smoke while engaged in the organisation's business which is outwith an NHS Highland site.
- Inform employees and managers of their responsibilities in respect of the policy.
- Provide a consistent approach to break entitlements for smokers and non-smokers.

### 4. POLICY IN PRACTICE

#### **4.1 NHS Staff and Wider NHS Family**

- **Staff Must Not Smoke When On Duty**, whether on NHS Highland property or elsewhere (even if smoking is permitted). This is because they are representing the organisation, and supporting its policy on tackling smoking, and because it is important not to expose others to second-hand smoke.

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- Staff must refrain from smoking in uniform, work clothing or when wearing NHS Highland identity badges. It is important to this policy of promoting a Smoke-Free environment that staff do not smell of tobacco when on duty.
- Staff may smoke only during unpaid breaks and only outwith NHS Highland buildings, grounds and vehicles.
- Staff must not smoke in their cars in NHS Highland 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 and staff from other organisations not in our employment who have access to our facilities for training purposes and will be a condition of accepting them as students / trainees.
- Contractors working on NHS Highland sites 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 Highland 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 and for an hour beforehand. Where patients and their families repeatedly ignore such requests, staff will be entitled to discuss alternative care arrangements with their line managers including, when feasible, to visit them at another agreed Smoke-Free location.
- **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 a negative role modelling effect for young people. The use of e-cigarettes will be reviewed once regulations are in place.

## 4.2 Patients

- All patients with planned appointments / admissions will be advised about the Smoke-Free Policy in writing and also verbally at pre-assessment prior to their admission.
- Emergency patients will be made aware of the Smoke-Free Policy on arrival at the hospital / admission.

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- Patients who wish to smoke may only do so out with NHS Highland premises and grounds.

All patients will be asked as part of their admission procedures about their smoking status. If they smoke the health professional concerned will:

- Provide brief advice about the benefits of stopping and arrange nicotine replacement therapy (NRT) where appropriate to reduce withdrawal symptoms.
- Refer patients who wish to stop smoking to the Specialist Smoking Cessation Adviser (Appendix 1).
- Document advice given and actions taken.

### 4.3 Visitors

- Visitors may not smoke in NHS Highland buildings, premises and grounds.

### 4.4 Breaches of the Policy:

- If a **Member of Staff** breaches the Smoke-free Policy they may be subject to disciplinary action. Staff breaching the Policy will also be supported to receive support from the Smoking Cessation Service. It may be appropriate to consider use of the Substance Misuse Policy to support staff compliance with this policy.
- If a **Patient** repeatedly breaches the Smoke-Free Policy, they may be dealt with in line with NHS Highland Policy on Violence and Aggression because of the danger caused by tobacco smoke to staff and other patients.
- If a **Visitor** repeatedly breaches the Smoke-Free Policy, they will be asked to leave the premises.

### 4.5 Assessment of Violence and Aggression

At all times, staff should carefully consider the risk of violence or aggression both to staff, other service users, and visitors to the ward when enforcing this policy. If the member of staff is concerned that the person may react in a way that puts him / her or other service users at risk, then the member of staff should take no steps that would exacerbate matters. Staff should also consider calling security or the police if there are risks to public safety associated with non compliance with the policy. The staff member must immediately report his / her concerns to the Ward Manager, Nurse in Charge or a Senior Manager who will determine the appropriate action to be taken. Staff should refer to the NHS Highland Management of Violence and Aggression at Work Policy.

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## 5. PROMOTION OF TOBACCO

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

## 6. MONITORING AND EVALUATION

The current NHS Highland Smoking Working Group will review the Policy in 12 months.

## 7. TRAINING

- a. Training and information will be provided to enable NHS Highland staff to give effective brief advice, refer to Smoking Cessation Services and safely intervene to ask people not to breach the Policy.
- b. Training and information will be provided for some staff to enable them to prescribe NRT where appropriate for temporary abstinence.
- c. 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 Smoke-Free Services (see Section 8).

## 8. RESPONSIBILITIES

### 8.1 Staff

- To comply with the Policy as part of the terms & conditions of employment;
- Inform, support and enforce the Policy with patients, visitors and colleagues;
- All NHS Highland employees will have the same part to play when implementing and maintaining the policy. It will be every one's role to enforce the Policy by reminding people that NHS Highland provides a Smoke-Free environment and that they cannot smoke anywhere inside its buildings or in its grounds. Training for this will be provided to staff on both enforcement and supporting patients;
- Follow the guidance if they observe anyone smoking in breach of the policy or legislation on NHS Highland premises and grounds (Appendix 2);
- Staff must ensure that patients smoking status is recorded in notes and if a smoker, brief advice given and follow procedure in 3.2.

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## 8.2 Managers

- To implement the Policy and ensure their staff are aware and follow the Policy;
- To ensure their area is monitored for evidence of smoking, taking appropriate action when evidence is found;
- Fully support staff who bring this Policy to the attention of any person in breach of it, by reinforcing the no smoking message and by intervening in situations that become difficult for the staff member to handle;
- Investigate and handle any allegations of breaches.

## 8.3 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.

## 8.4 Staffside Representatives

- To provide support and advice to their members, ensuring that the Policy is applied appropriately.

## 8.5 Occupational Health

- To provide information and advice to those employees who wish to stop smoking.

## 8.6 Chief Executive and NHS Highland Board

- The Chief Executive and The NHS Highland Board are responsible for ensuring that this policy is fully supported by all staff.

## 9. ADVICE AND SUPPORT TO STOP SMOKING

Staff can phone ext 4499 (or 01463 704499).

Staff, patients and visitors can visit – [www.smokefreehighland.co.uk](http://www.smokefreehighland.co.uk) or their local Community Smoking Cessation Adviser / Inpatient Smoking Cessation Adviser (Appendix 3).

Staff, patients and visitors can also receive support from any community pharmacy.

For more information on Highland Smoke-Free Service Lo-call 0845 757 3077 or Smokeline on 0800 84 84 84

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## Appendix 1: Referral Form

# NHS HIGHLAND SMOKE-FREE SERVICE

### Referral Details

*(Please circle where appropriate)*

<u>Patient Details</u>	<u>Ward Details</u>
(Affix label here or Complete)	Ward No: _____
_____	Tel Extension: _____
_____	_____
_____	

This patient is medically suitable to receive:

Nicotine Replacement Therapy: Yes / No \_\_\_\_\_

Varenicline Replacement Therapy: Yes / No \_\_\_\_\_

Smoking Cessation Advice Only: Yes / No \_\_\_\_\_

Would client like to be seen with partner/carer? Yes / No \_\_\_\_\_

**Admission date:** \_\_\_\_\_

If patient has been discharged: Yes / No \_\_\_\_\_

Do they wish to be contacted at home? Yes / No \_\_\_\_\_

If YES, Contact tel.no. (inc. STD Code): \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return to:**

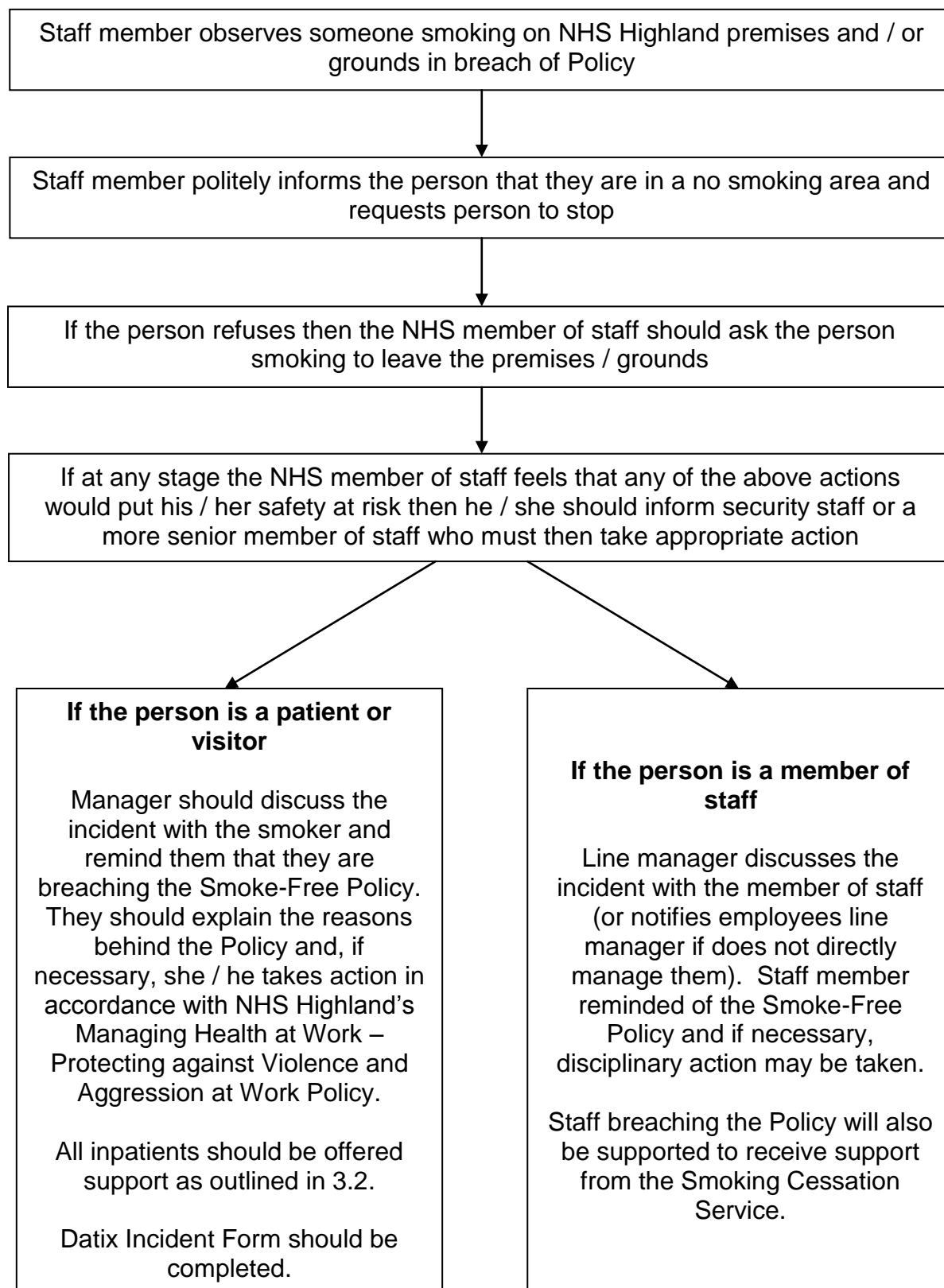
NHS Highland Smoke-Free Service,  
Highland Heartbeat Centre, Raigmore Hospital, Inverness, IV2 3UJ.  
Tel: 01463 706576

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## Appendix 2:

# FLOW CHART FOR STAFF OBSERVING ANYONE NOT ADHERING TO POLICY



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Appendix 3:

## CONTACTS FOR SUPPORT AND INFORMATION - SMOKING CESSATION SERVICES

AREA	LOCALITY	E-MAIL	TELEPHONE NO.
Highland (including Argyll & Bute)	Susan Birse, Senior Health Promotion Specialist	<a href="mailto:susanbirse@nhs.net">susanbirse@nhs.net</a>	01463 704928
North & West Highland	Caithness	<a href="mailto:Leslyanne.bremner1@nhs.net">Leslyanne.bremner1@nhs.net</a>	01847 892881 or 07748 761749
	Sutherland	<a href="mailto:Heather.matheson@nhs.net">Heather.matheson@nhs.net</a>	01408 664082 or 07794 170312
South & Mid Highland	Wester Ross	<a href="mailto:Helen.davies32@nhs.net">Helen.davies32@nhs.net</a>	07920 275753
	Skye & Lochalsh	<a href="mailto:Sara.mccann2@nhs.net">Sara.mccann2@nhs.net</a>	01478 613200 ext 2184
	Lochaber	<a href="mailto:Claire.gunner@nhs.net">Claire.gunner@nhs.net</a>	01397 709864 or 07788 566344
	Ross-shire	<a href="mailto:Eve.macleod@nhs.net">Eve.macleod@nhs.net</a>	01349 852496 ext 7384 or 07899 935545
	Inverness Smoke-Free	<a href="mailto:Jean.macleod2@nhs.net">Jean.macleod2@nhs.net</a>	01463 704619 (answer machine)
Argyll & Bute	Argyll & Bute	<a href="mailto:Jill.denton@nhs.net">Jill.denton@nhs.net</a>	01369 840287 or 07768 145324
Midwifery	Pregnant Women	<a href="mailto:Claire.macphee@nhs.net">Claire.macphee@nhs.net</a>	01463 704000 x6370 07824 417514
Inpatients Raigmore	All Patients	<a href="mailto:Jennifer.larsen@nhs.net">Jennifer.larsen@nhs.net</a>	01463 704000 x6576
Inpatients New Craigs	New Craigs Patients	<a href="mailto:Roddy.mackenzie@nhs.net">Roddy.mackenzie@nhs.net</a>	01463 716888
NHS staff	Occupational Health	NHS Occupational Staff	01463 704499

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