

Smoke-Free Policy

Author:	Smoking Committee
Document Owner:	Lesley Dwyer – Chief Executive
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Smoke-Free Policy

Document Control / History

Revision No	Reason for change
1	Review and update into new format
2	Statement on smoking in private vehicles whilst on Trust premises
3	Update – E-cigarettes
4	Full review of the policy and the creation of staff and patient SOP's.
5	Review of policy - minor changes

Consultation

Executive Group
Smoking Committee

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Smoke-Free Policy

Table of Contents

TO BE READ IN CONJUNCTION WITH ANY POLICIES LISTED IN TRUST ASSOCIATED DOCUMENTS.	4
1 INTRODUCTION	4
2 PURPOSE / AIM AND OBJECTIVE	4
3 DEFINITIONS	4
4 (DUTIES) ROLES & RESPONSIBILITIES	4
5 SPECIAL CONSIDERATIONS OR EXCLUSIONS	6
6 OTHER SITES AND ACCOMMODATION	6
7 E-CIGARETTES (“VAPING”)	6
8 TOBACCO PRODUCTS	7
9 MONITORING AND REVIEW	7
10 TRAINING AND IMPLEMENTATION	8
11 EQUALITY IMPACT ASSESSMENT STATEMENT & TOOL	8
12 REFERENCES	9

Smoke-Free Policy

To be read in conjunction with any policies listed in Trust Associated Documents.

1 Introduction

- Medway NHS Foundation Trust is committed to providing a healthy and safe environment for all our patients, carers, visitors and staff. As of 17 October 2016, smoking on all Trust premises, including buildings and grounds, is strictly prohibited.

2 Purpose / Aim and Objective

- 2.1 The decision to become smoke-free has been taken as smoking has a significant negative impact on people's health – both those people who smoke and those who are passive smokers. Becoming smoke-free ensures a better environment for all users of the site – patients, visitors and staff.
- 2.2 The Trust's approach is to focus on being supportive to help people comply with the policy but to take sanctions if there is blatant non-compliance e.g. Disciplinary Policy.
- 2.3 This document outlines the roles and responsibilities of staff to ensure compliance with the policy.
- 2.4 This policy is relevant to all staff groups and patients and visitors.

3 Definitions

- 3.1 **Smoke-free** does not focus on whether you smoke but where you smoke. Smoke free work places prevent non-smokers from breathing in potentially damaging chemicals released from tobacco products.

4 (Duties) Roles & Responsibilities

- 4.1 The Trust
 - 4.1.1 Responsible for promoting the health and well-being of staff, patients and visitors.
- 4.2 Chief Executive
 - 4.2.1 Responsibility for overseeing this policy rests with the Chief Executive.
- 4.3 Smoke Free Committee
 - 4.3.1 Responsibility for implementing and the initial monitoring of this policy rests with the committee members.
- 4.4 Director of Facilities & Estates
 - 4.4.1 Ensures that compliance against this policy is monitored.

Director of HR and Organisational Development

 - 4.4.2 Responsible for ensuring that all recruitment material, including letters of appointment and contracts, refer to the smoke-free policy. Responsible for

Smoke-Free Policy

ensuring that the induction contains information on the smoke free policy and that training on the policy is provided to all staff.

4.4.3 Responsible for ensuring that disciplinary procedures are followed where necessary.

4.4.4 Ensure managers are trained and up to date with the content of this Policy and their responsibilities.

4.5 Executive Directors and Directors of Clinical Operations

4.5.1 It is the day-to-day responsibility of all to:

4.5.1.1 Ensure compliance with the policy and procedures

4.5.1.2 Promote the policy and procedures within their directorate

4.6 Line Managers

4.6.1 It is the responsibility of all Managers to:-

4.6.1.1 Make all members of staff aware of the policy and ensure their compliance.

4.6.1.2 Ensure that staff are supported where appropriate to comply with the policy and are provided with advice on how to stop smoking, in conjunction with Occupational Health and the Medway smoking cessation service.

4.6.1.3 Ensure that processes are in place to advise patients and visitors of the policy and provide them with support, should they require it.

4.7 Security Department

4.7.1 Ensures compliance with the policy and procedures

4.7.2 Promotes the policy and procedures across the Trust

4.7.3 Complete appropriate conflict resolution training

4.7.4 Deal with confrontational situations that staff members or patients have escalated to them

4.8 Estates

4.8.1 Ensures appropriate signage is installed and maintained

4.8.2 Installs and maintains the tannoy system

4.9 Pharmacy

4.9.1 Provides Nicotine Replacement Therapy (NRT) for patients on the wards.

4.9.2 Refers patients and staff to the stop smoking service

4.10 Occupational Health

4.10.1 Offers advice to staff and refers them to the Staff Stop Smoking Support Service which is run by Medway Council Clinical staff and based in the Occupational Health Department.

Smoke-Free Policy

4.11 Clinical staff

- 4.11.1 Responsible for ensuring that all patients are advised of the policy and procedures on admission to the Foundation Trust premises
- 4.11.2 Ensure that elective patients and outpatients are informed of the policy prior to attending the Foundation Trust
- 4.11.3 Provide support, NRT where appropriate, and refer patients to Medway Stop Smoking Service

4.12 Staff

- 4.12.1 Staff are not permitted to smoke on Trust premises, whilst they are on duty, in uniform or at any time in public when representing the Trust (See SOP100).

4.13 Contractors, Agency staff, Volunteers, Students and Staff from Other Trusts and Partner Bodies

- 4.13.1 All agency staff, volunteers, students and staff from other Trusts, contractors and deliverers are required to abide by the smoke-free policy irrespective of their circumstances.
- 4.13.2 Tenders and contracts with the Medway NHS Foundation Trust will stipulate adherence to this policy as a contractual condition. Existing contracts will be modified as soon as possible.
- 4.13.3 Contractors wanting advice on stopping smoking should be given access to the stop smoking support service run by Medway Council, which is based in the Occupational Health Department.
- 4.13.4 The policy applies to all personnel working for partner bodies such as the police, prison service and ambulance Trusts.

5 Special Considerations or Exclusions

5.1 There are no special considerations or exclusions.

6 Other sites and Accommodation

6.1 Other sites

- 6.1.1 This Policy applies to offsite Trust owned houses and grounds.

6.2 Accommodation

- 6.2.1 This Policy applies to on site residential staff in hospital accommodation. It also applies to all other areas in accommodation such as on call rooms, common rooms, kitchens, TV lounges, circulation areas, lofts, basements and grounds.

7 E-Cigarettes (“Vaping”)

Smoke-Free Policy

- 7.1 E-cigarettes do not contain tobacco and are therefore not covered by smoke-free legislation. A recent Public Health England Evidence Review concluded that e-cigarettes were 95% safer than "traditional" cigarettes, and recent studies have demonstrated that e-cigarettes can help people to stop smoking or reduce cigarette consumption.
- 7.2 The Trust does not encourage the use of e-cigarettes but acknowledges their potential to help people quit smoking. The use of e-cigarettes is therefore permitted on the site, but not within the buildings, by any of the entrances or along the front of the building.

8 Tobacco products

- 8.1 No sales of tobacco products will be allowed on any Trust premises, including the provision of vending machines.
- 8.2 It is a criminal offence for anyone to sell, transport or possess illegal tobacco products. Penalties for such offences may include imprisonment and/or fines including fines of up to £5,000 for any manager allowing their premises to be used for such activities.
- 8.3 The selling/storing and dealing in any way of illegal cigarettes and tobacco on Trust premises will not be tolerated.
- 8.4 The Trust will fully co-operate with Law Enforcement agencies, such as HM Revenue and Customs, in their investigations. Any such illegal activity will be considered as Gross Misconduct and will result in appropriate disciplinary action.
- 8.5 The Trust will not engage with any tobacco industry in relation to support in kind (including provision of material or academic/intellectual resources) or financial support e.g. anti-tobacco litter campaigns.

9 Monitoring and Review

What will be monitored	How/Method/ Frequency	Lead	Reporting to	Deficiencies/ gaps Recommendations and actions
Policy review	First review in one year and then every three years	Author		Where gaps are recognised action plans will be put into place
Any incident forms, complaints or other feedback concerning any of the principles outlined in the smoke-free policy	Every six months	Director of Estates and Facilities / Datix manager	Smoke Free Committee	
Pharmacy will review prescribing rates for NRT and varenicline in the Trust, and will provide this information regularly	Every six months	Pharmacy	Smoke Free Committee	

Smoke-Free Policy

What will be monitored	How/Method/Frequency	Lead	Reporting to	Deficiencies/ gaps Recommendation s and actions
to the Trust Smoke-free steering group				
The number of patients and staff referred to the stop smoking service.	Every six months	Medway Council Stop Smoking Service	Smoke-free committee	
That there is adequate clear signage indicating that smoking is not permitted within the site.	Ongoing, site audits	Estates Project Managers	Director of Estates and Facilities	

10 Training and Implementation

- The Corporate Induction lead facilitator verbally briefs new starters to make them aware the Trust is smoke-free.
- The Medway Stop Smoking team provides information for the Trust Welcome Book.
- Information is supplied at induction and further training sessions to ensure staff know how to refer patients and visitors to the Medway Stop Smoking Service
- Information regarding the policy is included in all job descriptions, appointment letters and contracts. This outlines to all applicants that they are required to follow all Trust policies including the Trust smoke-free policy.
- Security and Smoking Champions receive conflict training.
- Nicotine Replacement Therapy training is provided to ward-based staff to enable effective supply to patients that smoke.
- Information is provided to staff regarding support that is available onsite for those who wish to stop smoking.
- All line managers should ensure they brief their staff in 1-1s or team meetings regarding the smoke-free policy. The briefing should cover the support available to staff, the training they need to undertake if appropriate and why there are no exceptions to the policy.

11 Equality Impact Assessment Statement & Tool

- Medway NHS Foundation Trust aims to design and implement services, policies and measures that are fair and equitable. As part of its development, this policy and its impact on staff, patients and the public have been reviewed in line with the Trust's Legal Equality Duties. The purpose of the assessment is to improve service delivery

Smoke-Free Policy

by minimising and if possible removing any disproportionate adverse impact on employees, patients and the public on the grounds of race, socially excluded groups, gender, disability, age, sexual orientation or religion/ belief.

- The Equality Impact Assessment has been completed and has identified impact or potential impact as “no impact”.

12 References

Document	Ref No
References:	
Trust Associated Documents:	
Smoke-Free - Staff Procedure	SOP0100
Smoke-Free - Patients and Visitors Procedure	SOP0102

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