

WEST GLOUCESTERSHIRE PRIMARY CARE TRUST

This document supports the Trust Health and Safety Procedure as it applies to

SMOKING IN THE WORKPLACE

Details of the arrangements for implementation are set out in the Health and Safety Policy

As part of its continuous review of health and safety matters and commitment to "The Health of the Nation", the Trust has considered the current evidence of the health risks associated with passive smoking, as well as the discomfort suffered by non-smokers exposed to tobacco smoke.

The aim of the smoking procedure is to guarantee the right of non-smokers to breathe smoke-free air at work, whilst also taking into account the needs of those patients for whom deprivation of smoking would be clinically detrimental. The procedure is not concerned with whether people smoke, but with where they smoke, and protecting non-smokers from passive smoking.

Any concerns employees may have regarding smoking at work should be reported immediately to a responsible person so that action can be taken if necessary.

Arrangements for Ensuring the Health and Safety of Workers

Staff will not be permitted to smoke on any Trust premises or in any Trust vehicle. This restriction applies at all times, including outside normal working hours.

Staff wishing to smoke must do so off Trust property and only during their official break times. Additional smoking breaks may not be taken.

Visitors

All visitors, temporary staff, contractors and clients will be expected to abide by the terms of the smoking procedure. Appropriate signs will be displayed at all entrances to the premises and employees should tactfully remind visitors of the procedure, if necessary.

Exceptions

Patients

For some patients there may be exceptions e.g. clinical contraindications, and inherent fire risks, in trying to enforce a smoking ban.

For these patients separate rooms will be provided that are sufficiently well ventilated to minimise passive smoking to staff who must work in those rooms. The Trust procedures to prevent the outbreak of fire must be rigidly adhered to. (See Fire Precautions Policy).

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Distressed Relatives/Friends

Distressed relatives/friends, who are smokers, may find their distress increased if they are not permitted to smoke.

In these circumstances a separate room will be provided that is sufficiently well ventilated to minimise passive smoking to staff who enter those rooms. The Trust procedures to prevent the outbreak of fire must be rigidly adhered to.

Staff Rights

Staff have the right to refuse to be exposed to tobacco smoke. In areas or circumstances where patients or visitors are allowed to smoke the manager will ensure that staff are given the opportunity to express their views.

Arrangements for Implementation

Managers must ensure

1. Prior notice of the smoking rules will be given on all admission documents.
2. Prior notice of the smoking rules will be given in all outpatient information.
3. The smoking rules will be publicised in all job advertisements and recruitment information.
4. Entrances to all Trust property and buildings will be clearly signed to indicate that the area is smoke free.
5. Areas immediately outside main entrances will be regularly cleared and suitable receptacles placed for the safe disposal of lighted cigarettes.
6. Smoke free signs will be displayed at all entrances, in all outpatient clinics and associated waiting and refreshment areas.
7. Information regarding Trust local Smoking Support Services available for the public will be displayed in all outpatient and associated waiting and refreshment areas.
8. No tobacco products will be sold on Trust premises with the exception of psychiatric inpatient settings.
9. In designated patient smoking rooms all precautions will be taken to ensure:
 - discarded smokers materials can not act as a source ignition
 - adequate fire and warning systems are in place
 - staff have received fire training
 - designated smoking rooms are out of sight and smell of other patients and visitors, as far as is reasonably practicable

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- efficiency of ventilation systems will be monitored and they must be serviced at least once a year.
10. Depending on the terms and conditions of employment, it may be advisable to obtain written acceptance of the smoking rules from employees. This will depend upon individual circumstances; if there is any doubt, seek specialist advice.

Review

This document will be subject to review every 12 months, or if circumstances indicate it may no longer be valid.

The document will be amended in the light of review.

Date: April 2003