

**SMOKE FREE WORKPLACE POLICY**

**1. INTRODUCTION**

In response to the Government White Paper 'Choosing Health' (1) and considering the guidelines provided in the Health Development Agency publication 'Guidance for Smoke Free Hospital Trusts' (2) West Gloucestershire Primary Care Trust have developed the following smoke free workplace policy.

**2. MAIN POINTS**

- 2.1 This policy recognises the responsibility of West Gloucestershire Primary Care Trust as a role model for public health, as an employer and as a responsible corporate citizen.
- 2.2 This policy supports the right of non-smokers to breathe smoke-free air on all West Gloucestershire Primary Care Trust sites.
- 2.3 This policy recognises that implementation may encourage some people to stop smoking. Consideration has been given to providing support for these clients and/or employees.
- 2.4 This policy recognises that smoking is the UK's leading cause of preventable death and that provision of smoke free environments provides a clear and effective message about the importance that West Gloucestershire Primary Care Trust places on this issue.
- 2.5 This Policy is fully supported by NHS organisations in Gloucestershire. The intention is to encourage an environment and a community where "not smoking" on NHS property is the norm. Responsibility for the success of the policy lies with **all** users of our sites. Advice and guidance for staff to enable them to support the policy is available in the leaflet "Guidance for Staff".

**3. SMOKING RESTRICTIONS**

- 3.1 It is the intention of West Gloucestershire Primary Care Trust to provide a completely smoke free status on all sites and premises for all staff, contracted staff, contractors, visitors and patients. Smoking is not permitted anywhere within the buildings or grounds of all Trust sites. These restrictions include all areas up to the boundaries of all sites.
- 3.2 The restrictions include car parks and vehicles parked on NHS Trust property, outdoor seating areas, walkways and all other areas.
- 3.3 The smoking restrictions will also include all West Gloucestershire Primary Care Trust owned or leased vehicles. Staff using their own vehicles to carry out Trust work will also be expected to comply with the policy, when this activity takes place during work time. All vehicles used to transport patients are included in this policy.
- 3.4 Smoking will only be permitted once the person who wishes to smoke has left the PCT site and entered public property. Staff will only be permitted to leave the site to smoke during agreed break times.

#### **4. STAFF WORKING IN PATIENTS' HOMES**

- 4.1 It is important that staff continue to be protected from the health risks associated with second-hand smoke in all settings.
- 4.2 In order to protect staff who provide services for patients in their own homes, patients will be asked not to smoke during the visit. Information about this aspect of the policy will be made available to patients, relatives and carers before a home visit is organised.
- 4.3 If the client and/or other occupants do not respect this, the member of staff should remove themselves from the patient's premises as soon as it is clinically safe to do so. This may result in the visit and/or the treatment not being completed.
- 4.4 Staff will be responsible for informing their line manager should the patient continue to smoke during the visit.
- 4.5 When this occurs, the line manager will be responsible for arranging an alternative venue for the appointment where reasonably practical.

#### **5. STAFF**

- 5.1 Staff wishing to smoke must do so off Trust property and only during their agreed break times.
- 5.2 Failure to comply with this policy may result in disciplinary action being taken.
- 5.3 Staff who wish to stop smoking can access support from Gloucestershire Smoking Advice Service, or through their own GP practice.
- 5.4 West Gloucestershire Primary Care Trust will provide information in the form of leaflets and posters, in order to signpost staff to appropriate support to stop services.

#### **6. PATIENTS**

- 6.1 Patients wishing to smoke must first exit the site, this will be at the patients own risk.
- 6.2 Patients will be informed of this policy using all opportunities within the patient pathway, including patient letters, leaflets, posters and signage.
- 6.3 Patients who smoke on site will be asked to extinguish their cigarette.
- 6.4 For in-patients, Nicotine Replacement Therapy (NRT) or other support may be made available via the senior sister on the ward.
- 6.5 Support for patients who wish to stop smoking is available via referral to Gloucestershire Smoking Advice Service.
- 6.6 Staff will not assist patients to exit the site to access smoking areas.

## **7. DISTRESSED RELATIVES AND FRIENDS**

- 7.1 Distressed relatives and friends will be empathised with and informed that the smoke free policy applies to all West Gloucestershire Primary Care Trust sites. If they wish to smoke they must exit the site.

## **8. DISSEMINATION**

- 8.1 Details of the Smoking Policy and availability of support will be provided via:
- Staff & Patient Leaflets and posters.
  - Patient Pathway
  - Staff Contracts
  - Recruitment processes
  - Induction
  - Signage
  - Patient Handbook
  - Pre admittance letters, home appointment letters
  - Information at other NHS partners, e.g., GP's surgeries
  - Press and publicity
  - West Gloucestershire Primary Care Trust Website
  - Staff Intranet
  - Trust Staff Newsletter
  - County wide development of coordinated NHS policy

## **9. POLICY COMPLIANCE**

### **9.1 Patients, visitors and contractors**

Patients will be able to access support to stop smoking services, provided by Gloucestershire Smoking Advice Services.

- 9.2 Nicotine replacement therapy (NRT) may be available for in-patients who are unable to leave the site to smoke.

- 9.3 Patients who refuse to provide smoke free environments in their homes for West Gloucestershire Primary Care Trust staff, will be sent a letter explaining the policy. They may have their future appointments scheduled to take place on alternative sites.

- 9.4 In the unlikely event that patients or visitors become aggressive or abusive, West Gloucestershire Primary Care Trust violence and aggression policy will be invoked.

- 9.5 Visitors can access smoking cessation support by contacting their own GP or Gloucestershire Smoking Advice Service.

- 9.6 Contractors who do not comply with this policy will be reported to their employer.

### **9.7 Staff**

Encouragement and support will be provided to staff who find compliance difficult. Line managers will be able to provide access to a number of services specifically designed to help staff including:

- NRT
- Advice on the use of NRT and other strategies to reduce and cope with nicotine cravings will be available for staff who do not wish to stop smoking. This is available from Gloucestershire Smoking Advice Services

- 9.8 Managers are responsible for ensuring equitable access to breaks in line with the minimum requirements of the Working Time Regulations 1998. However it is expected that staff will remain responsible for their own conduct and will not be permitted to take additional smoking breaks.
- 9.9 In the unlikely event that staff repeatedly refuse to comply with this policy, West Gloucestershire Primary Care Trust disciplinary procedure will be invoked.

## **10. TRAINING**

- 10.1 A staff guidance leaflet "Guidance for Staff" is available to provide advice on policy delivery.
- 10.2 Gloucestershire Smoking Advice Services will provide training for staff interested in signposting or supporting others to stop smoking.

## **11. IMPLEMENTATION**

- 11.1 This policy will come into effect from 00.00 on 8<sup>th</sup> March 2006.
- 11.2 Prior notice of the Smoke Free NHS policy and smoking restrictions will be given on all admission documents, in all out-patient information and before home visits.
- 11.3 Entrances to Trust property and buildings will be clearly signed to indicate that the area is smoke free.
- 11.4 Information regarding this policy and local smoking support services available for the public will be displayed.
- 11.5 The smoking restrictions will be publicised in all job advertisements and recruitment information.

## **12. REVIEW**

- 12.1 This policy will be reviewed in March 2007 by the Primary Care Trust Director of Public Health.

## References

- (1) Choosing Health – Government White Paper - November 2004
- (2) Guidance for Smoke free Hospital Trusts – HDA 2005