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| DOCUMENT CONTROL PAGE |
| **Title** | **Title: Smoke Free Policy****Hospital: xxxxxxxxx****Version: 1.0**  |
| **Supersedes** | **Supersedes: Previous smoking policy****Significant Changes:** Makes a clear distinction between vaping & smoking. Permits vaping on external grounds for people that smoke who are trying to stop.  |
| **Originator or modifier** | **Originated By:** **Designation:**  **Authors:** **Designation:**  |
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**Smoke Free Policy**

1. **Smoking tobacco is NOT permitted anywhere on the hospital grounds by ANY individual.**
2. **XXXXXX Hospital/Trust will strive to provide any person that smokes on its grounds (patients, visitors and staff) with advice, help, support and evidence-based interventions to be abstinent from tobacco whilst on the Hospital grounds and support to remain smoke-free in the future**

**XXXXXX is committed to delivering a smoke-free NHS for the following reasons:**

* Smoking tobacco is the largest single preventable cause of premature death and ill health within the UK
* Helping a person that smokes to stop is the most cost effective intervention the NHS can provide
* There is no safe exposure level to tobacco smoke and XXXXXX has a responsibility to protect patients, visitors on its site from the harms of tobacco smoke
* Seeing others smoking is a powerful cue to smoke for those trying to stop smoking. XXXXXXXXX has a responsibility to support people that smoke who are trying to stop.
* XXXXXXX, as a leading organisation, is an institute of good health promotion

**Vaping**

* Vaping refers to the use of electronic cigarettes that heat a nicotine and alcohol-based liquid to create a vapour for the user to inhale. **Electronic cigarettes do not contain tobacco.**
* Vaping is a recognised and effective tool for smoking cessation
* Vaping is significantly less harmful than smoking tobacco because burning tobacco produces >5000 harmful chemicals that cause the diseases of smoking. Nicotine is a relatively harmless substance and therefore, harmful chemicals are dramatically lower in electronic cigarette vapour.
* This policy, therefore, makes a clear distinction between smoking and vaping
* Vaping, alongside all evidence-based stop smoking interventions, are encouraged and offered to smokers trying to stop on the hospital grounds
* **Vaping is permitted on the external grounds of xxxxxx**
* **XXXXXX Staff**
* All employees, bank workers and agency workers must comply with the requirements of this policy
* The Trust is committed to supporting any staff that smoke to be abstinent from tobacco on the hospital grounds and support to stop smoking entirely. Staff will be offered the full complement of evidenced based interventions for tobacco addiction including referral to the Trust’s specialist tobacco addiction service or community stop smoking services as well as free of charge prescriptions to stop smoking pharmacotherapy at the Trust’s on-site pharmacy and/or a free vaping starter kit.

**Smoke free grounds**

* Patients smoking or requesting to smoke on hospital grounds should be offered support not to smoke and signposted to the hospital’s specialist stop smoking service.
* All staff (clinical or non-clinical) should complete level 1 training on providing advice, support and signposting to smokers on the hospital grounds
* XXXXXX staff must ensure they do not breach the policy. Any breach will be addressed and may result in disciplinary action.
1. **Scope**

All XXXXXX sites are smoke-free sites. Therefore this policy is applicable to all staff, bank workers, volunteers, students, patients, visitors, contractors and other people who visit the Trust sites. This policy applies to the use of all tobacco products (including ‘heat not burn’ products, cigars, pipes). This is does not include, however, vaping & electronic cigarettes which are considered a distinct entity to smoking tobacco and are a proven effective tool for smoking cessation.

1. **Purpose**
* To support people that smoke to stop, the most effective intervention for their immediate and long term health.
* To ensure people that smoke have comprehensive access to the broad range of evidenced-based interventions to stop smoking. This opportunity should be provided at any interaction with the XXXXXX healthcare service.
* To reduce the harm to all, including the unborn child, caused by tobacco use, amongst staff, patients, visitors and exposure to second hand smoke
* To provide robust and accessible support for XXXXXX staff that smoke to help them not to smoke at work and to stop smoking altogether.
* To encourage staff to be positive role models to promote a smoke free environment
* Healthcare professionals have a responsibility to proactively offer support, advice and signposting to people that smoke. XXXXXX staff will be provided with the opportunity to develop and deliver these skills and interventions
* To lead by example as an exemplar NHS health care provider
* To maintain compliance with health and safety legislation in providing a smoke free environment.
1. **Background**

Smoking is the largest single preventable cause of premature death and ill health within the UK. In addition, second-hand smoke or passive smoking (breathing in others people’s tobacco smoke) is a known health hazard. There is no safe level of exposure to tobacco smoke and, therefore, XXXXXX has a responsibility to protect all patients, visitors and staff on its grounds from the harms of tobacco smoke. Smoking is also an associated fire risk. As a leading healthcare organisation, XXXXXX is committed to providing a smoke free campus that protects its staff, patients and visitors and reduces risks to health by providing a smoke free environment.

This updated policy, which is effective from XXXXXX, is set in the context of the following national documents and guidance:

* Tobacco and heath 2021 – A coming of age for tobacco control (Royal College of Physicians)
* Hiding in Plain Sight – Treating Tobacco Dependency in the NHS (Royal College of Physicians)
* The NHS contract in England for 2017–2019, which has specified that commissioners must agree plans from the provider to maintain a smoke-free hospital estate by December 2018
* Public Health England Statement on E-cigarette use in public places and workplaces
* NICE PH48
* Public Health England. E-cigarettes and heated tobacco products: evidence review. 2018.
1. **Roles and Responsibilities**

**Board of Directors**

The Board of Directors and CEO have a duty of care to protect the health of patients, staff and visitors and the Group CEO, as the accountable officer of the Trust, has overall responsibility for all aspects of this policy.

**Group Director of Estates & Facilities** is responsible for:

* The implementation of relevant aspects of this policy in their areas and amongst their staff including the PFI partners, Estates and Facilities contractors
* Ensuring that the internal and external environment of the Trust is kept clean
* Displaying prominent smoke-free information and signposting to support/help at every hospital entrance to every hospital building
* Supporting the distinction between smoking and vaping and providing clear information for the public and staff on vaping on the external grounds
* Removing all facilities that encourage smoking on hospital sites.

**Hospital/MCS Chief Executives and** **Corporate Directors** are responsible for:

* Implementation of this policy in their areas and amongst their staff.
* Support the investment in and implementation of the Trust’s specialist tobacco addiction treatment service so that any person that smokes on a Trust site can access evidence-based stop smoking interventions
* Support the uptake of staff training in providing advice, support and signposting to people that smoke
* Support the implementation of stop smoking interventions for staff members that smoke
* Support the development and delivery of a dedicated education and awareness programme on vaping to ensure patients, visitors and staff and aware of the vaping friendly policy and the evidence base on which this is based

**Line Managers** must:

* Comply with and implement this policy within their area of responsibility.
* Provide advice, support and signposting to stop smoking interventions for any member of staff that smokes
* Ensure staff are aware of this policy and how it is applicable to patients and visitors
* Ensure that any breach of the policy is addressed appropriately. Initially this should be through the informal process within the disciplinary procedure. The informal conversation will include a reiteration of the expected standard of conduct. Where there is a repeated breach of the policy this should be escalated through the stages of the procedure appropriate to the circumstances. An employee’s behaviour and attitude will also be taken into account in deciding the appropriate stage.

**All Staff and Contractors**

All staff and contractors working in XXXXXX premises are required to adhere to the smoke free policy. They should be aware of the important part they play as NHS workers to promote a no smoking environment. NHS staff have a critical and proactive role to play in the help, support and treatment for people that smoke. Healthcare workers have a valued and trusted voice and their actions can be hugely impactful.

XXXXX employees have a responsibility to:

* Complete level 1 e-learning training module on providing appropriate advice, support and signposting to people that smoke on the Hospital grounds
* Proactively offer brief advice to smokers they encounter, or members of the public requesting to smoke, on the hospital grounds and signpost to specialist support
* Understand and support the distinction between smoking tobacco and vaping
* Provide consistent advice and information about vaping to smokers in line with this policy and the education & training on vaping
* Seek support and interventions not to smoke at work if they are a person that smokes
* Encourage other members of staff that smoke to seek support and interventions not to smoke at work

This policy does not place an expectation on staff members to ‘challenge’ smokers on the hospital grounds but instead aims to provide staff members with the tools and skills to offer help and have a more meaningful interaction with that person.

If staff experience threatening or aggressive behaviour or feel unsafe when attempting to offer help to smokers on the hospital grounds then they should report the matter to their Line Manager (or senior colleague) and, if necessary, to the Trust’s Security Department in keeping with Hospital policy on aggressive behaviour.

**Patients & Visitors**

All patients and visitors will be asked to follow this smoke free policy.

All patients, visitors or staff that smoke can be offered assistance to stop smoking through signposting and referral to the Trusts specialist tobacco addiction treatment service or a community stop smoking service. Inpatients should be offered immediate access to nicotine replacement therapy and other medications to help them not to smoke in line with the prescribing policy.

1. **Policy Implementation**

To ensure this policy is implemented staff must be clear about the guidelines set out below. To help staff members that smoke to support this policy, XXXXXX will ensure ease of access for its staff to the Trust’s specialist tobacco addiction treatment service or the relevant community stop smoking service as well as providing free of charge medications and nicotine replacement therapy for staff that smoke from the trust’s pharmacies.

Staff must:

* Not smoke during paid working hours
* Not smoke on any site including community premises run by the Trust
* Not smoke at any time where their uniform is visible and /or displaying their XXXXXX staff badge
* Not smoke whilst on duty on any other NHS premises or any other premises where a service to patients is provided
* Not smoke in NHS owned vehicles or any vehicle leased or rented by the Trust.
* Not smoke as a driver or passenger in privately owned vehicles/ privately leased vehicle whilst on the campus or making a journey whilst on duty when transporting work colleagues, patients and/ or equipment.
* Be aware that line managers are required to ensure that any breach of the policy is addressed appropriately. Depending upon the circumstances, it is anticipated that on the first occasion the manager will deal with the incident through an informal discussion to ensure the employee is clear about the expected standard of conduct. A file note of the discussion must be made. Any further breach will be dealt with through the disciplinary procedure. This provides a number of stages commencing with an informal stage. Where there is repeated breach the matter will be escalated through the formal stages of the disciplinary procedure appropriate to the circumstances. An employee’s behaviour and attitude will also be taken into account in deciding the appropriate stage.

Staff must also be aware of the following:

* Particles of cigarette smoke and ash can settle on hair and clothing and may be a particular health risk to children and babies who ingest the toxins.
* Where staff choose to smoke in their own time outside of any XXXXX site (out of uniform and without displaying their ID badge), they are expected to have consideration for local neighbours adjacent to the Trust site. This includes avoiding smoking directly outside a neighbouring house and not discarding cigarette ends in gardens or on pavements or littering the neighbouring community (eg cigarette packet litter/ coffee cups/ sweets etc).
1. **Contractors and other organisations working on the hospital site**

Any contractor must be made aware of the smoke free policy within XXXXXX and be required to ensure their staff, visitors, contractors adhere to it. XXXXXX procurement services will ensure that the contracting process includes the requirement for staff employed by external contractors to comply with the smoke free policy.

1. **Patients**

The Trust will ensure that elective patients are informed in the booking letters of the Trust’s Smoke Free Policy. On arrival patients must be made aware of the Trust’s Smoke Free Policy. During routine pre-operative assessments, in booking letters and on admission to the hospital patients that smoke will be offered advice, support and signposting to specialist services to stop smoking.

If patients are known to be smoking on a Ward or clinical area, they should be asked to extinguish the cigarette and made aware of the Trust’s Smoke Free Policy. Patients requesting to smoke on the external hospital grounds should offered advice, support and signposting to specialist services and offered access to medications and nicotine replacement therapy in line with the prescribing protocol immediately

**Reporting a breach of the smoke free policy**

Staff can report concerns about breaches of the smoke free policy as follows:

* As previously stated, if staff do not feel safe to request that a staff colleague, patient/ visitor extinguishes their cigarette/ cigar/ pipe they can report it directly to their Line Manager orsenior colleagues.
* Staff will receive the support of senior colleagues if patients or visitors place staff under pressure to violate the Trust’s smoke free policy.
* The Trust has zero tolerance toward violence and aggression and all incidents should be reported. Staff who are subjected to verbal or physical abuse resulting from their attempts to enforce the policy should report such incidents immediately either to their line manager, or, Security department and then complete an incident reporting form (see also relevant policies on Page 7 - above).
1. **Vaping**

XXXXXX is committed to delivering smoke free NHS grounds to protect all individuals and support people that smoke to stop. The harm of smoking comes from the chemicals produced when tobacco is burnt. Whereas nicotine, the addictive substance that smokers are dependent upon and crave, is relatively harmless. Electronic cigarettes provide nicotine in a significantly less harmful way than burning tobacco. They heat a liquid of nicotine and an alcohol solvent to create a vapour that the user inhales. No tobacco is burnt. Unlike cigarettes, there is no side-stream vapour emitted by an e-cigarette into the atmosphere, just the exhaled aerosol. Public Health England’s 2018 evidence review found that to date, there have been no identified health risks of passive vaping to the health of bystanders.

Vaping has a substantial evidence base that demonstrates they are an effective tool for smoking cessation and significantly more effective than nicotine replacement therapy (in randomised controlled trials and a Cochrane review). Therefore, to support the ambition of a truly smoke free NHS site, this policy makes a clear distinction between smoking and vaping. **Smoking is not permitted anywhere on XXXXXX sites by any individual but smokers trying to stop smoking are permitted to use an electronic cigarette on the external grounds.**

There are many misconceptions about vaping and XXXXXX therefore commits to:

* Producing a dedicated education and awareness package to present the evidence and reasons behind this policy and to provide staff with the tools to discuss vaping with people that smoke.
* Producing clear signage to inform the public and staff of the trusts policy on smoking and the trusts policy on vaping

For inpatients that vape and have their own personal vaping equipment, staff should follow the following guidance:

* If the patient is an exclusive e-cigarette user be aware that prohibiting use may cause a relapse back to smoking
* If the patient is a smoker and e-cigarette user, encourage to stop smoking, offer nicotine replacement therapy and other medications in line with the prescribing protocol and/or switch completely to vaping in line with this policy.
* Assess capacity and risk of using an e-cigarette in the hospital environment.
* Discuss this Trust policy which permits vaping on the external hospital grounds and that smoking is not permitted anywhere on the hospital site.
* Ensure the use of an e-cigarette is included in the patient’s care plan.
* Rechargeable devices should be charged by staff for the length of time recommended by the manufacturer and using the charging unit specified for the device.
	+ Encourage patients that vape to see the tobacco dependency team to offer behavioural change support and assistance with using the device correctly.
1. **Recruitment information and guidance**

This policy is available on the Intranet. Managers must ensure all employees, prospective staff and current staff, other workers and volunteers are aware of the policy and requirement for compliance.

Information provided to job applicants includes reference to the smoke free policy and the requirement to comply with it is incorporated into the Trust’s supplementary terms and conditions of employment.

1. **Monitoring compliance with and the effectiveness of this document**

A smoking cessation working group will monitor compliance and the effectiveness of this interim policy during XXXXXX

Review date: