

CONTROLLED DOCUMENT

Smoke-Free Policy

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Smoke-Free Policy

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UNIVERSITY HOSPITAL BIRMINGHAM NHS FOUNDATION TRUST

SMOKE FREE POLICY

1. Policy Aims

The Smoke Free Provisions of the Health Act 2006 became enforceable from 1st July 2007.

The associated Smoke-Free (Premises and Enforcement) Regulations provide a clear definition of what is meant by an enclosed space and detail the designated enforcement authorities. Section 2(2) of the Health and Safety at Work Act 1974 also places a duty on employers to:

“... provide and maintain a safe working environment which is, so far as is reasonably practical, safe without risks to health and adequate as regards facilities and arrangements for their welfare at work.”

University Hospital Birmingham NHS Foundation Trust (UHBFT), in line with the Health Act 2006, has a responsibility for the maintenance, and where possible, improvement of the health of its patients and staff.

This Policy recognises that second-hand smoke adversely affects the health of all employees, patients, visitors, colleagues and other members of the wider health community.

In promoting and maintaining the health of the community, the Trust has a duty to extend its philosophy to the work environment, which it manages, and thus promote the general well being of all employees and the avoidance of unnecessary illnesses caused by smoking. The Trust is also concerned with the presence of preventable carcinogenic substances in the locality of health sites.

The objectives of this Policy are to

- ensure that the Trust complies with the smoke free provisions of the Health Act 2006
- guarantee a healthy working environment and protect the current and future health of employees, patients and visitors
- guarantee the right of everyone to breathe in air free from tobacco smoke

- raise awareness of the dangers associated with exposure to tobacco smoke
- support those members of staff, patients and visitors who wish to stop smoking.

2. Scope

This Policy applies to all staff of the Trust and those who are working on behalf of the Trust, patients, visitors, the general public, contractors and site users.

3. Roles & Responsibilities

The responsibility for implementing this policy rests with the Chief Executive. Day to day responsibility for implementation lies with Line Managers and onward through Heads of Department and the Executive Management Team.

All staff have responsibility for enforcing the Policy and are required to deal with any observed or reported breaches.

3.1 General Public, Visitors and Contractors

All visitors, contractors and delivery personnel are required to abide by the Smoke Free Policy. Staff members are expected to inform patients or visitors of the Policy.

4. Framework

4.1 Restrictions on Smoking - All

Smoking is not permitted in any part of the Trust's buildings, grounds, (except for designated areas as indicated on the enclosed maps) vehicles or car parks at any time by any person regardless of their status or business with the organisation.

It is the Trust's aim to reduce the smoking shelters from five per site to two per site by June 2008, (see Appendix 1 and 2), an additional shelter is also being retained at Selly Oak due to the sprawling nature of the site. The Trust will move to a total ban by the time the New Hospital opens in 2010.

4.2 Restrictions on Smoking - Staff

Staff are only permitted to smoke whilst off duty and in official break times only (lunch time and official department break times). Staff are expected to protect, i.e. cover their working clothes whilst smoking to reduce contamination and are only permitted to smoke in designated staff smoking areas or outside Hospital sites. (Refer to the Trust Dress Policy).

Time off for smoking, i.e. "smoking breaks" is not permitted.

Staff are not permitted to smoke at any time when representing the Trust and when attending meetings on behalf of the Trust, wherever these are held except when and in those areas where smoking is expressly permitted.

Staff are not allowed to smoke in lease vehicles or private vehicles, when undertaking Trust business.

4.3 Restrictions on Smoking - Patients

Patients are not permitted to smoke on Trust premises, Trust vehicles or Trust grounds (except within the designated smoking areas/shelters). Details of the Policy will be included in patient information booklets and admission literature.

Patients admitted as an emergency will be informed of the Smoke Free Policy verbally when/if appropriate.

4.4 Care in Private Homes

For the protection of staff carrying out home visits, when care is offered to Trust patients in their own home (e.g. physiotherapy or occupational therapy services), it is essential that a request be made to provide a smoke free environment whilst the visit is taking place. The request should be made in the text of the appointment letter, wherever possible, as part of the arrangement of receiving care in patients' own homes. A verbal request can also be made at the time of the visit and the client and any client cohabitee should be respectfully asked not to smoke whilst the employee is working within that environment. If this request is refused staff should withdraw and seek line management advice (Refer Trust Red Card Policy)

4.5 Support for smokers

The Trust recognises its duty towards employees and patients who smoke. The Occupational Health Department offers a support service for employees wishing to stop smoking, which is available by

contacting the Trust Occupational Health Department and in addition, smoking cessations clinics are run regularly in conjunction with a representative from South Birmingham Primary Care Trust.

The Pan Birmingham Advice Line Service "Call to Quit" can be accessed on 0800 0525855. In addition there is a national website that offers advice and support on stopping smoking – www.givingupsmoking.co.uk.

Heads of Departments and Line Managers have a responsibility to provide support and assist any employee who wishes to stop smoking. Front line staff have responsibility toward patients who smoke. (see Section 6).

4.6 Residential Premises

The Trust currently provides residential accommodation in Woodlands Nurses Home, Hestia Drive flats and Doctors' residences at Selly Oak Hospital and on designated floors of Nuffield House at the Queen Elizabeth Hospital. Smoking is not permitted in any communal areas, sitting rooms, stairwells or corridors in any of these buildings and is discouraged in private rooms and flats for Health and Fire Safety reasons.

4.7 Sales of Tobacco Products

No sales of tobacco products will be allowed on any Trust premises, including the provision of vending machines.

The selling/storing and dealing in any way of cigarettes and/or tobacco on Trust premises will not be tolerated.

5. Introduction and Implementation of the Policy

In conjunction with neighbouring Trusts, UHBFT will publicise this Policy widely through a variety of media including team brief, newsletters and on the Intranet/Internet sites. Extensive signage is provided throughout Trust buildings and grounds.

Elective patients will be advised of the Policy prior to their admission, as will out-patients. Emergency admissions will be advised on arrival at the Trust premises. Existing patients will also be addressed through the introduction of a 'no smoking' strap line to each standard patient letter.

Tenders and contracts with UHBFT stipulate adherence to this Policy as a condition of employment in the contract for contractor's staff. The specific condition of contract (section 1.1.11) stipulates:

“shall not smoke while on Authority's or any Beneficiary's premises, except when and in those areas where smoking is expressly permitted.”

Job advertisements will include reference to the Smoke Free Policy and indicate that adherence to it will form part of the contract of employment. This message is also reinforced at the Corporate Trust Induction Days.

6. Training

Appropriate training and support is provided to allow front-line staff to provide brief interventions and other advice and support to patients. Information sessions are offered to staff on advising patients, visitors etc. All clinical staff have a responsibility to actively encourage patients to stop smoking and all staff are expected to support this policy as part of the Trust's responsibility for promoting better health for all. (A treatment and referral pathway process is available for both inpatient and outpatient clients and is available on the Trust intranet)

7. Enforcement

Any member of staff, despite having received the appropriate communication, training and support, who refuses to observe the Policy by smoking in unauthorised areas will be liable to disciplinary action in accordance with the Trust's Disciplinary Procedure, the stages are as follows:

- Verbal warning - a record of this warning will be placed on the individual's personnel file for a period of 6 months.
- First written warning - a record of this warning will be placed on the individual's personnel file for a period of 12 months.
- Final written warning – a record of this warning will be placed on the individual's personnel file for a period of 24 months.
- Dismissal.

Staff Responsibilities

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All staff are responsible for enforcing the Policy and are required to deal with any observed or reported breaches. It is important to note that primary emphasis should be placed on prevention of such situations arising. Staff should not however enter into arguments with the general public/visitors. In the event of a breach of the Policy by a patient, visitor or staff member from another organisation, they should be asked to extinguish all smoking materials and be informed of and directed to the designated smoking areas/shelters.

In situations where individuals or groups of individuals refuse to cease smoking, staff should summon the Trust's security service and if appropriate this will involve asking individuals to leave the site.

Staff employed by other organisations

In the event that staff from other organisations continue to breach the Policy, the appropriate organisation should be advised in writing by the Trust Chief Executive of the requirements of the Trust and the consequences of breaching these requirements.

Any complaint relating to this Policy from or on behalf of patients should be dealt with under the Trust's complaints procedure.

In situations where individuals or groups of individuals refuse to cease smoking, staff should summon the Trust's security service and if appropriate this will involve asking individuals to leave the site.

If staff members are concerned about repeated ignorance of the Policy by other staff members, they have the option to report such offences through appropriate line management.

8. Monitoring and Review

Compliance with this Policy will be formally monitored via the Trust's Health, Safety and Environment Committee, both to determine effectiveness and to recommend further improvements on an annual basis. Assurance will be sought that:

- Human Resources acquaint prospective employees of the Policy and that job advertisements, job descriptions and contracts of employment refer to the non-smoking conditions
- Human Resources will also ensure that the Trust's Policy forms part of Trust Induction Programmes

- Communications department will ensure that patient information correspondence explain the non-smoking arrangements for the Trust and facilitate regular communication on the Smoke Free status of the Trust via a range of media throughout the Trust. –
- Estates department will ensure that there is adequate, clear signage indicating which areas are smoke free and the location of the designated external smoking areas

To support this monitoring, the following sources of information will be used

- Induction training material, sourced through Human Resources
- Environmental Audits and Management inspections facilitated through Estates and Commercial Contracts Management
- Staff and Patient surveys conducted through Communications
- The use of smoking cessation support services for staff, currently provided and monitored by South Birmingham Primary Care Trust
- Communication media to include University Hospital Trust media and all internal communications media through Communications Department
- Human Resources and Line Management through Trust disciplinary procedures

This is not an exhaustive list

9. References:

Health Act 2006 (Smoke Free Provisions)
Smoke-Free (Premises and Enforcement) Regulations
Health and Safety at Work Act 1974 (Section 2(2))

10. Associated Controlled Documents

Trust Red Card Policy
Trust Dress Policy

- 11. Review date:** November 2010 or prior to the New Hospital opening if earlier

UNDER REVIEW - PRG Decemner 2014 - Rewrite

APPENDICES

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University Hospital Birmingham NHS Foundation Trust

First phase reduction of Smoking Shelter locations at Queen Elizabeth and Selly Oak Hospitals

Priority	Site	Location
1	SOH	Main entrance SHELTER REMOVED
2	QEH	West entrance adjacent to Wellcome Building (Patient use only)
3	SOH	A+E entrance (Patient use only)
4	QEH	Neuro OPD entrance SHELTER REMOVED
5	QEH	Ambulance entrance SHELTER REMOVED
6	SOH	Out Patients rear entrance SHELTER REMOVED
7	QEH	Oncology entrance - main drive SHELTER REMOVED
8	SOH	Courtyard area adjacent to staff dining room (Staff use only)
9	QEH	West End Loading Deck adjacent to Fish Pond (Staff use only)
10	SOH	Path link between K Block and Old Linen Exchange (for use by Staff and Visitors)



