

## Smoke-free Premises Policy

**CONTROLLED DOCUMENT**

CATEGORY:	Policy
CLASSIFICATION:	Health and Safety
PURPOSE	To set out where, within Trust premises and grounds, smoking is permitted
Controlled Document Number:	134
Version Number:	3.0
Controlled Document Sponsor:	Chief Nurse
Controlled Document Lead:	Deputy Director of Patient Experience & Corporate Compliance Manager
Approved By:	Chief Executive
On:	28 <sup>th</sup> July 2022
Review Date:	28 <sup>th</sup> July 2025
Distribution: Essential Reading for: Information for:	All staff

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## Version Control

Version No	Title	In Force From
2.0	Smoke-free Policy (QEHB)	22/05/2008
3.0	Smoke-free Premises Policy	03/08/2022

## 1. Policy Statement

- The purpose of this policy is to set down where smoking is, and is not, permitted on the premises of University Hospitals Birmingham, referred to in this document as 'the Trust.'
- Tobacco kills more than 8 million people each year. More than 7 million of those deaths are the result of direct tobacco use while around 1.2 million are the result of non-smokers being exposed to second-hand smoke.
- The objective of this policy is to protect and improve the health and safety of staff, patients, and visitors by complying with the following legislation:
  - Smoke-free (Premises and Enforcement) Regulations 2006
  - Section 2(2) of the Health and Safety at Work etc. Act 1974
  - Section 8 of the Regulatory Reform Fire Safety Order 2006
  - Management of Health and Safety at Work Regulations 1999

## 2. Scope

- This policy applies to all areas and activities of the Trust and to all individuals employed by the Trust including contractors, volunteers, students, locum and agency staff and staff employed on honorary contracts.
- E-cigarettes/vaping are considered in the same way as ignition tobacco products (cigarettes/cigars).
- Buildings controlled and managed by external health care providers under Tenant Occupancy Agreements are outside of the scope of this policy.

## 3. Framework

### 3.1. General

- 3.1.1. The Chief Nurse shall approve all procedural documents associated with this policy and any amendments to such documents and is responsible for ensuring that such documents are compliant with this policy.
- 3.1.2. Smoking is not permitted in any Trust building and signage stating so is placed throughout the Trust. Smoking is only permitted in the designated smoking shelters. Signs to shelters are posted throughout the Trust. Smoking is not permitted in Trust vehicles.
- 3.1.3. Smoking is permitted in designated smoking shelters which are clearly signposted.
- 3.1.4. Staff who wish to smoke should do so in designated shelters during their scheduled breaks. No additional breaks for smoking are permitted.

3.1.5. Tobacco/Tobacco products are not permitted to be sold on Trust premises.

### 3.2. Staff

3.2.1. All staff will be informed at induction that the Trust is a Smoke Free organisation and will be informed where smoking is permitted.

3.2.2. Staff who are found to be smoking in Trust buildings should be reported on Datix and will be followed up by the Fire Safety Team due to the potential for fire.

3.2.3. Members of staff who are observed smoking outside of shelters should be reported on Datix. Where the identity of the individual and their job role is known this should be included on the Datix form. Smoking outside of designated areas is considered misconduct under the Disciplinary Procedure.

3.2.4. Staff who wish to cease smoking are directed to the NHS webpage which has guidance for those who wish to stop; Quit smoking - Better Health - NHS ([www.nhs.uk](http://www.nhs.uk)) or the Smokefree National Helpline on 0300 123 1044.

### 3.3. Patients

3.3.1. Patients will be provided with guidance and Nicotine Replacement Therapy on smoking cessation during preoperative assessment.

3.3.2. Patients will have their smoking status recorded on their patient record upon admission and will be offered/prescribed nicotine replacement therapy as per Trust Clinical Guideline. They will also be directed to other NHS resources such as the website and the Smoke-free helpline.

3.3.3. Upon discharge patients will be directed to a Birmingham stop smoking service (venue depends on location, either GP or Pharmacy).

3.3.4. Patients who smoke on wards will be subject to the withholding treatment procedure and issued with a verbal warning and a yellow card if the action is repeated.

3.3.5. If a patient is smoking and is on Oxygen (wearing an oxygen mask, oxygen nasal cannula or have an oxygen cannister beside them), this should be reported to security. Fire Officers should also be informed, and an incident report should be completed on Datix.

### 3.4. Smoking outside shelters

- 3.4.1. Anyone smoking away from shelters should be directed to the nearest shelter this can be reported to security only after staff have challenged the smoker and they refuse to stop and an aggressive response is received.
- 3.4.2. In the situation of patients who become violent or aggressive, the Prevention of Violence and Aggression procedure should be referred to.
- 3.4.3. To protect staff who visit clients in their homes, clients and patients should be encouraged not to smoke prior to, or during a home visit. If this request is not respected, the line manager should consider alternative venues for the appointment, where reasonably practicable.

### 3.5. Members of the public (including visitors and Contractors)

- 3.5.1. Members of the public and visitors who are smoking away from shelters should be directed to the nearest shelter.

### 3.6. Trust Smoke-free Group

The Trust Smoke-free Group is a cross-disciplinary group from Clinical and Corporate Departments. It is chaired by the Head of Patient Experience. The group reports to Care Quality Group and meets quarterly. The group contributes to the policy, and monitors incidents and developments in guidance and legislation.

## 4. Duties

### 4.1. Chief Nurse

The Chief Nurse is responsible for ensuring that the Trust has a policy and any associated procedures in place to support the management of risk and compliance within all legislation relating to smoking. The Chief Nurse is also responsible for putting processes in place to support the health and wellbeing of staff and strive to meet the Trust vision of building healthier lives for patients and staff.

### 4.2. Chair of the Trust Smoke-free Group

Ensures that trends of incidents are examined and that updates to policy are recommended where appropriate according to published guidance and legislation.

### 4.3. Head of Occupational Health

Ensures that advice and support is provided for staff who wish to stop smoking

### 4.4. Contracted Security

Contracted Security at QEHB are required to follow up on telephone reports of smoking where staff have previously challenged the individual and they have become aggressive.

#### 4.5. All Managers

- Be aware of this policy and how smoking cessation assistance can be accessed
- Make their staff aware of this policy

#### 4.6. All staff

- All staff must only smoke in the designated shelters.
- Staff, where they feel comfortable doing so, are requested to respectfully direct those smoking outside of designated shelters, to the nearest shelter.
- Staff have a duty to safeguard their own Health and Safety first.

### **5. Implementation and Monitoring**

#### 5.1. Implementation

This policy will be available on the Trust's Intranet and external internet site. The policy will also be disseminated through the management structure within the Trust; Staff and contractual service providers will be made aware of the Smoke-free Policy through Fire safety training sessions and workplace inductions.

#### 5.2. Monitoring

Appendix A provides full details on how the policy will be monitored by the Trust.

### **6. References and Resources**

#### 6.1. References

- Smoke-free (Premises and Enforcement) Regulations 2006
- Section 2(2) of the Health and Safety at Work etc. Act 1974
- Section 8 of the Regulatory Reform Fire Safety Order 2006
- Management of Health and Safety at Work Regulations 1999 under General Principles of Prevention
- DOH Estates and Facilities Alert Ref EF 2014/ 002 Issued June 16th, 2014

#### 6.2. Resources

Quit smoking - Better Health - NHS ([www.nhs.uk](http://www.nhs.uk))  
Smokefree National Helpline on 0300 123 1044

## **7. Associated Policy and Procedural Documentation**

- Employee Relations Policy
- Disciplinary Procedure
- Uniform Policy
- Infection Prevention and Control Policy
- Nicotine Replacement Therapy: Inpatient Prescribing Guideline

## Appendix A

## Monitoring Matrix

MONITORING OF IMPLEMENTATION	MONITORING LEAD	REPORTED TO PERSON/GROUP	MONITORING PROCESS	MONITORING FREQUENCY
<b>ESCALATION</b>				
Ensure the Trust is sighted on Smoking and the issues around it	Corporate Compliance Manager	Health and Safety Committee	An aggregation of the reports below which go to the Trust Smoke-Free Group is reported to Health and Safety Committee	Annual
<b>AWARENESS</b>				
Patients are made aware of the Trust's Smoke-Free Premises Policy before attending an appointment/admission. Patient leaflets and information published on the internet contain sections which states Trust premises are Smoke-free	Corporate Compliance Manager	Trust Smoke-Free Group	An annual check of patient leaflets about staying in hospital is carried out. An annual check of the Trust internet site using standard phrases is carried out	Annual
Staff, patients, and visitors are made aware of the location of smoking shelters. Notices are placed throughout the Trust ensuring staff and patients are aware the premises are Smoke-free	Health and Safety Lead	Trust Smoke-Free Group	A quarterly walk round is conducted of the Trust sites by the Smoking Group to ensure that notices are near main entrances, prominent and in a good state of repair.	Annual
Prospective employees and new staff are made aware of the Trust's Smoke-free Policy before and upon appointment; the Trust's job descriptions and contract letters include sections on the Trust's Smoke-free status.	Corporate Compliance Manager	Trust Smoke-Free Group	An annual check of 10 Trust standard job adverts/anonymised contract letters. An annual check of the local induction checklist and content of corporate induction.	Annual
<b>TRAINING</b>				
Annual Mandatory Fire training for all staff reinforces the Trust's position on Smoke-free. The all-staff training syllabus contains specific sections around smoking, and in the context of fires.	Estates Compliance Manager	Trust Smoke-Free Group	An annual check of the Mandatory Training	Annual
Fire Wardens are made aware of the risks of smoking in their regular training. The Fire Warden training syllabus contains sections around smoking, and in the context of fires.	Health and Safety Lead	Trust Smoke-Free Group	A random selection of 5 Annual Fire Risk Assessments are reviewed to ensure smoking has been considered.	Annual

<b>SMOKING CESSATION</b>				
Patients with planned surgery dates are provided with information on smoking cessation during their pre-op assessment, and made aware of how to access smoking cessation services	Lead Nurse Pre-assessment	Trust Smoke-Free Group	CARMS Report	Annual
<b>INCIDENTS AND LEARNING</b>				
Incidents resulting in fire alarms/fires which concern tobacco products are reported and escalated with action plans being followed up and trends and themes analysed.	Estates Compliance Manager	Trust Smoke-Free Group	These are reported quarterly to the Fire Safety Committee before being reported to Health and Safety Committee. Actions plans are worked up and reported back in the same manner.	Quarterly
Incidents related to smoking are reviewed quarterly. Policy and guidance are updated accordingly.	Estates Compliance Manager	Trust Smoke-free Group	A report on incidents and trends is presented and reviewed. New guidance is discussed and changes to policy/practice are recommended.	Quarterly