



TOBACCO POLICY

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Reviewer:

Grampian Area
Partnership Forum

Approver:

Grampian Area
Partnership Forum

Signature

Signature

Signature

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VERSION 3

**NHS GRAMPIAN
TOBACCO POLICY**

This policy is also available in large print and on computer disk. Other formats can be supplied on request.

Please call the Corporate Communications Team on 01224 554400 for a copy.

NHS GRAMPPIAN TOBACCO POLICY

1 INTRODUCTION

1.1 Health Risks

Tobacco smoking is an addictive habit, which causes disability, disease and death and represents the single largest preventable cause of ill health and mortality in Scotland. Tobacco smoke in the environment (passive smoking) is now also proven to be a cause of ill health and death for non smokers.

1.2 Health & Safety Benefits and Requirements

NHS Grampian has a responsibility under British and European¹ employment legislation to:

- maintain a safe and healthy working environment.
- protect the health of patients and staff, and not to subject them to hazardous environments and materials.
- ensure that staff understand their responsibilities to take reasonable care of the health and safety of others.

1.3 Health Promotion

The NHS in Grampian has a responsibility to set a good example in health promotion and to work towards national targets set to reduce the prevalence of smoking and the incidence of diseases caused by tobacco smoke.

It is also committed to promoting healthy living and non-smoking as its normal culture. It will do this by establishing a smoke-free environment for all who wish it, while being sensitive to the needs of those who smoke and offering support to those who wish to give up.

¹ European workplace regulations require employers to carry out written risk assessments. The risk posed to employees from tobacco smoke (from all sources, including staff, patients or visitors) and associated fire risks should be assessed and minimised.

1.4 Legislation

In order to comply with The Smoking, Health and Social Care (Scotland) Act 2005 and the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006, NHS Grampian has put the following arrangements in place:

- smoking is strictly prohibited in all wholly or substantially enclosed areas of NHS Grampian premises – see Section 4.1
- smoking is strictly prohibited in all light and heavy goods vehicles owned or leased by NHS Grampian and which one or more persons use for work. The only exception to this prohibition is vehicles leased to employees under NHS Grampian's Car Leasing Scheme – see Section 4.1
- designated smoking rooms may only be provided for patients in the following areas exempted by legislation (see Section 5.3):
 - adult care homes
 - adult hospices
 - psychiatric hospitals and psychiatric units
- signage which meets the requirements of the legislation is displayed throughout all NHS Grampian sites
- all smoking shelters have been modified in order that they are not classified as substantially enclosed – see Section 5.1

1.5 Tobacco Control

NHS Grampian should not profit from direct investment in the tobacco industry or from the receipt of sponsorship, research grants or donations from tobacco interests.

1.6 Consultation

This revised policy has been developed jointly between management and staff side representatives of NHS Grampian following a review of the Tobacco Policy first published in 2002.

2 POLICY AIM

The aim of this policy is to ensure that all NHS Grampian premises become smoke free within a very few years but, in progressing towards this aim, a limited number of designated smoking areas will be permitted as an interim measure.

3 SCOPE AND PRINCIPLES

3.1 Scope

This policy covers all NHS Grampian employees and premises and applies to:

- all staff
- patients, including out-patients, day cases, in-patients and long-stay patients
- visitors
- the wider NHS family i.e. contractors, students, voluntary staff and anyone whose work, study or personal circumstances brings them into contact with the NHS in Grampian.

3.2 Principles

- This policy is designed to improve the health of the population of Grampian by providing a smoke-free environment for all, while offering support to those who smoke and would like to stop.
- No patient, visitor or member of staff should be exposed to tobacco smoke against their will. For that reason, a member of staff may decline to work in any area where they believe that their health is being put at risk from passive smoking e.g. community staff visiting a patient's home.
- This policy recognises that it is tobacco smoke and its effect on those who use it and who are exposed to it that is the problem, rather than the users themselves. Where it is considered impractical for staff or patients to access alternative areas to smoke outwith health service premises, limited designated smoking areas may be provided with smoking being prohibited in all other areas.
- The Smoking Advice Service offers a range of support and advice to anyone who wishes to stop smoking and this will be advertised throughout the health service in Grampian.

4 COMMITMENT TO A SMOKE-FREE ENVIRONMENT

4.1 Extent

Except in designated smoking areas (see 5.1) smoking is not permitted:

- within and at the entrances to, all NHS Grampian buildings
- within the grounds of NHS Grampian sites
- in any vehicle owned or leased by NHS Grampian (but excluding vehicles leased to employees under NHS Grampian's Car Leasing Policy)

In the interests of health, smoking is also discouraged in all vehicles within the grounds of NHS Grampian premises.

4.2 Health Promotion

Staff who smoke while in uniform should be aware that this compromises the health promotion message which is fundamental to the role of all NHS staff and that other people, including patients, may find the smell of smoke offensive.

4.3 Patients

The NHS in Grampian wishes to discourage all patients who smoke from doing so while on health service premises. Patients who choose to smoke in a smoking area will be made aware that routine medical care cannot be provided within such an area, though, as in other public areas of the hospital, emergency help may be called. In-patients must inform ward staff if at any time they leave their ward to go to a smoking area.

5 EXCEPTIONS

5.1 Designated Smoking Areas

If practicable on large sites, facilities which meet legislative requirements may be made available for smokers where they may smoke without exposing non-smokers to smoke and on some sites there may be a need for more than one such facility. The sole purpose of these designated areas is to provide an area for smoking other than at entrances and/or in public areas.

Staff using designated smoking facilities will be required to adhere to a code of conduct governing the use of the facility, which should be kept tidy and any rubbish disposed of appropriately. The condition of the facilities will be monitored and they may be withdrawn if they are continually found to be below an acceptable standard of cleanliness.

Any area may elect through its Partnership network not to provide smoking areas and where it is not possible to provide a designated area, the right of non-smokers to a smoke-free environment will take precedence.

In many health service premises, however, there will be no need for designated smoking areas and at such a time that NHS Grampian premises become totally smoke free, all designated areas will be withdrawn.

5.2 Breaks

Staff using designated areas will only be permitted to do so during official tea and meal breaks. Smokers will not be allowed longer or more frequent breaks than non-smoking colleagues.

5.3 Patients

Under the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006, smoking within buildings will only be allowed in areas which are specifically exempted under the Regulations and will include designated rooms in adult care homes, adult hospices and designated rooms in psychiatric hospitals and psychiatric units. Local management has the discretion to provide designated rooms for smoking in these settings. There is no legal obligation to provide smoking facilities in these areas and if they are provided, they are only to be used by residents and patients.

5.4 Staff Homes

While staff homes are exempt under the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006, communal areas of staff homes are strictly non-smoking and, in the interests of fire safety, staff residents are requested not to smoke in their bedrooms.

6 CESSATION SUPPORT

All smokers who wish to stop smoking will be given advice and support to help them do so. This support is free of charge and is available locally, on a face-to-face basis.

This support is available via the Smoking Advice Service - Freephone 0500 600 332.

7 POLICY IMPLEMENTATION

7.1 Communication

This policy will be communicated throughout NHS Grampian premises. Patients and visitors will be informed of the policy through admission booklets and will be offered advice through staff who have been trained on this.

7.3 Roles and responsibilities

7.3.1 All managers, employees and staff side representatives are jointly responsible for ensuring that:

- individual employees are aware of, understand and comply with this policy
- all contractors or non-NHS staff working on NHS Grampian premises are aware of, understand and comply with this policy
- action is taken against any employee contravening this policy
- the application of the policy is monitored in their own area and/or any area for which they have a responsibility

7.3.2 All employees are personally responsible for complying with this policy.

7.4 Sanctions available

Employees who are found smoking in areas other than designated areas will be regarded as being guilty of misconduct and repeated breaches of this policy may lead to disciplinary action being taken.

8 MONITORING AND EVALUATION

Each Sector Partnership Forum will assess progress and compliance with the policy at three monthly intervals, reporting achievements and difficulties to the Tobacco Policy Review Group, using the following indicators:

- Is the policy effectively and widely communicated?
- Is appropriate information available to employees, patients and visitors?
- Are employees aware of the policy and its implications?
- Are employees, patients and visitors complying with the policy?
- Is the policy addressed in local and NHS Grampian wide induction processes?

The Tobacco Policy Review Group will collate these reports for review by Grampian Area Partnership Forum on an annual basis.