

# **SMOKE-FREE POLICY**

**The Whittington Hospital NHS Trust  
Smoke-free Policy Prohibits Smoking  
in or on any of the Trust's Grounds or  
Premises**

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## 1. Background

- 1.1. The Whittington Hospital NHS Trust is committed to achieving high standards in health and healthcare for its service users, staff and visitors and to provide a safe working environment for staff. It seeks to promote good health through education, prevention and protection. The Trust also recognises its position in the community as a role model for good health and that it has an important role to play by setting a good example to employers.
- 1.2. Smoking is the leading causes of preventable death and disease in the United Kingdom. 106,000 smokers die every year of a smoking-related disease and it is estimated that a further 11,000 non-smokers die of a smoking-related disease as a result of exposure to secondhand smoke.
- 1.3. From 1<sup>st</sup> July 2007 it has been a criminal offence to smoke in an enclosed or substantially enclosed work or public place in England.
- 1.4. Section 2(2) of the Health and Safety at Work Act 1974 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".
- 1.5. The White Paper 'Choosing Health - Making Healthier Choices Easier' (2004) states that '...the NHS will be smoke free by 2006'.
- 1.6. The Whittington Hospital NHS Trust has a legal responsibility and a duty of care to provide a safe and healthy environment for staff, patients and visitors. The Trust acknowledges the right of staff and patients to work or be treated in a hospital which has not been polluted by tobacco smoke. The Trust aims to provide an environment which is completely smoke free in both buildings and grounds.
- 1.7. Information about smoking – and how to quit – is available free of charge from The Whittington Hospital NHS Trust staff and on the Quit Smoking Helpline **0800 093 90 30** (see Appendix 2).

## 2. The policy

Smoking is not permitted in any part of the entrances, premises or grounds, managed or leased by the Trust at any time, by any person regardless of their status or business with the Trust.

Any person found smoking in uniform or wearing a hospital ID badge will be subject to disciplinary action being taken against them.

**This policy is intended to:**

- ? Protect the health of staff
- ? Protect the health of patients, visitors and contractors by eliminating exposure to secondhand smoke while on Trust premises
- ? Set an example to other employers and workforces, particularly in health-related locations by arranging for Trust buildings and vehicles to be smoke-free and by requiring staff not to smoke whilst on duty
- ? Inform staff and managers of their responsibilities in respect of the policy
- ? Support smokers to manage the restrictions or to stop smoking
- ? Support patients and visitors in complying with the policy and/or using their stay in hospital as an opportunity to stop smoking
- ? Promote the culture of a Smoke Free Hospital Trust by demonstrating that, as a health organisation, the Whittington Hospital NHS Trust does not support or endorse smoking.

**3. Scope**

3.1. This policy applies:

- to all persons present in or on any of the trust's grounds or premises. This includes all staff, bank and agency staff, all students, contractors, patients, clients and visitors (more information about publicising The Whittington Hospital NHS Trust's smoke-free policy can be found in section 6 and Appendix 1).
- to all persons travelling in trust-owned or operated vehicles.
- any person identifiable as employees of The Whittington Hospital NHS Trust, either on or off trust premises during their working hours, or providing services to patients or clients for The Whittington Hospital NHS Trust in any place, including a patient's or client's home (e.g. Patient Transport Services).

## **4. Responsibilities**

### **4.1 The Trust Chief Executive**

The Trust Chief Executive is responsible for ensuring that this policy is fully supported by all staff and that there are sufficient resources available to enable its full implementation.

### **4.2 Trust directors**

All trust directors are responsible for ensuring that managers enable staff to comply fully with this policy and that they have appropriate resources to do so.

### **4.3 Director of Operations**

The Director of Operations is responsible for ensuring that there are stop-smoking services available for patients, clients and staff who wish to use them, and for reviewing this policy.

### **4.4 Trust managers**

- All trust line managers are responsible for ensuring that the staff who report to them comply fully with this policy.
- All trust line managers are responsible for fully supporting staff who bring this policy to the attention of any person in breach of it, by reinforcing the no smoking message and by intervening in situations that become difficult for the staff member to handle.
- All trust line managers are responsible for fully supporting any members of staff who wish to quit smoking by providing adequate time during normal working hours for them to receive relevant counselling and/or treatment. This includes the provision of adequate cover when staff attend such sessions so that the trust's work, and especially clinical care, can continue uninterrupted.
- All trust managers will be responsible for monitoring the policy in their department and ensuring that their department is adhering to the smoke-free policy. Managers will be responsible for disciplining staff who breach this policy.
- The Whittington Hospital NHS Trust Smoke-free Policy should be featured on all trust documentation (e.g. job descriptions, induction/training packs, websites etc.)
- Non compliance with the Trust policy should result in managers taking disciplinary action.

### **4.5 All trust staff**

- All trust staff have a duty to comply fully with this policy.
- Employees who smoke and do not wish to stop smoking must not smoke in or on any of the trust's grounds or premises. NHS staff will be expected to set a good example by not smoking in view of patients, clients or the public when wearing uniform or a name badge identifying them as a member of staff.
- All trust staff are strongly encouraged to inform patients, clients, visitors and other trust staff, if they are seen smoking in or on any of the trust's grounds or premises, that the trust has a smoke-free policy and that smoking is not permitted anywhere, at any time.
- Trust staff should request smokers to stop smoking and only request security if unacceptable behaviour develops.

- Should any trust staff member have a complaint made against them for pointing out the trust's smoke-free policy to anyone who is smoking, they will have the trust's full support for taking such action, which will be in compliance with this policy.
- Where a patient, client, their carer or a friend accompanying them, persistently refuses to refrain from smoking when asked to do so by a trust member of staff providing care for them the trust will support any member of staff who leaves the patient or client on personal health and safety grounds, as long as that patient or client is not themselves put in danger by so doing. Alternative care arrangements will be made for that patient or client, although the possible withdrawal of services is not excluded for persistent offenders.

#### **4.6 The role of Security**

Security should be called if unacceptable behaviour develops when smokers have been challenged.

#### **4.7 Volunteers**

The Whittington Hospital Volunteer programme will provide volunteers to act as "Smoking Patrols". These volunteers will patrol the grounds of the Whittington Hospital to ensure the smokefree policy is being observed. Volunteers will also be trained in offering Brief Advice in smoking cessation and to act as Level 1 Stop Smoking Advisors throughout the hospital.

### **5. Smoke-free environment**

- 5.1. All trust grounds and premises are NO SMOKING AREAS at all times.
- 5.2. All trust-owned vehicles are NO SMOKING AREAS at all times, as are vehicles contracted for trust business (e.g. Patient Transport Services).
- 5.3. Staff may smoke in their own private cars when travelling to or from work but not while wearing Trust uniform or whilst the vehicle is parked on trust property. Staff must not smoke whilst driving between treating patients or clients.
- 5.4. No smoking materials of any description may be sold in or on any of The Whittington Hospital NHS Trust grounds or premises; nor may staff supply tobacco products for patients or obtain these for them.
- 5.5. There are NO designated smoking areas within the trust for the patients, clients, visitors and staff, other than within staff residential accommodation.
- 5.6. The selling/storing and dealing in any way of illegal cigarettes and tobacco on Trust premises will not be tolerated. The Trust will fully co-operate with law enforcement agencies, such as HM Revenue and Customs, in their investigations. Any such illegal activity will be considered as Gross Misconduct and will result in appropriate disciplinary action.
- 5.7. The Whittington Hospital NHS Trust recognise that it is an individual patient's right to smoke in their own home. However employees who provide care to patients who smoke in their own home are potentially at risk from the harmful effects of second hand smoke. Staff may therefore request that a patient and any carers, visitors or family present during a home visit refrain from smoking whilst treatment is being carried out and for the room to be ventilated, or use a room that has not been used to smoke in.

Wherever possible, a request to refrain from smoking during a home visit should be made in the appointment letter as part of the arrangement of receiving care at home. A verbal request can also be made at the time of the visit and the patient should be respectfully asked not to smoke whilst the employee is working within that environment. Non-compliance by patients will be recorded and a risk assessment will be undertaken in relation to future care provision. Patients who repeatedly refuse requests to not smoke while receiving care in the home may be required to attend the hospital for treatment.

## **6. Employment contracts and general communication**

- 6.1. All new Job descriptions will contain the following clause: 'The Whittington Hospital NHS Trust has a smoke-free policy. Smoking is not permitted in or on any of the trust's grounds or premises or in any trust-owned vehicle. Applicants should be aware that it will not be possible to smoke during working hours.'
- 6.2. This policy and local implementation details should be routinely covered in a new employee's induction programme.
- 6.3. Invitations to tender and contracts with external organisations (for example, to provide building works) will include a statement that The Whittington Hospital NHS Trust operates a smoke-free policy. No contractor or their subcontractors will be permitted to smoke when in or on any of the trust's grounds or premises.
- 6.4. Service level agreements with external bodies (for example, to provide patient transport services) should state that individuals supplying a service to the trust are required to comply with the no-smoking policy whilst in or on any of the trust's grounds or premises and in any trust-identifiable vehicles.
- 6.5. All trust correspondence, e.g. letters and appointment cards, and all trust literature, e.g. leaflets and general publications, will contain a short, standard statement that the trust operates a no smoking policy throughout its grounds and premises at all times.
- 6.6. 'No-smoking' signs will be widely displayed as required by law.
- 6.7. Information about the trust's smoke-free policy will be provided in the patient and staff handbooks, in all recruitment literature and job offers, and in departmental safety policies. Information about the Stop Smoking Service will be widely displayed around the Trust.

## **7. Dealing with staff non-compliance with this policy**

- 7.1. Breach of any aspects of this policy by trust staff will lead to formal disciplinary action.
- 7.2. All staff are expected to inform anyone found smoking on hospital grounds that this is a smoke-free environment.
- 7.3. Staff will be supported if they identify any breaches of this policy to their line manager who will be responsible for dealing with the matter within the terms of this policy.

## Appendix 1: Implementation

1. The Whittington Hospital NHS Trust recognises that tobacco is a highly addictive substance. It also recognises that some people choose to use tobacco products despite the considerable risks to their health and well being. There is some evidence, however, that the introduction of smoke-free workplaces encourages and enables people to quit smoking<sup>iv</sup>.
2. A large number of 'No Smoking' signs will be erected throughout all the trust's grounds and premises. These will indicate that smoking is not permitted inside any of the buildings used by The Whittington Hospital NHS Trust and will not be permitted in any of the trust's grounds.
3. Suitable bins for the disposal of cigarettes will be placed at the entrances to the grounds of all properties used by The Whittington Hospital NHS Trust but in no other places. There will be no designated smoking areas anywhere in or on the grounds and premises. A large number of posters and other display materials explaining the trust's smoke-free policy will be displayed throughout the trust.
4. All trust letters, leaflets, appointment slips and other documents will include references to the trust's smoke-free policy.
5. Information about the trust's smoke-free policy will be provided in the patient and staff handbooks, in all recruitment literature and job offers, and in departmental safety policies.
6. The smoke-free policy will be discussed at routine team and other staff meetings.
7. This policy will take effect in the following way
  - i. smoking will NOT be permitted in or on any of The Whittington Hospital NHS Trust's grounds or premises
  - ii. no smoking will be permitted by any staff in trust uniform or wearing a trust badge at any time, or representing The Whittington Hospital NHS Trust on or off trust premises during their working hours, or providing services to patients or clients for The Whittington Hospital NHS Trust in any place, including a patient's or client's home
  - iii. smoking will not be permitted in any Whittington Hospital NHS Trust-owned vehicles
  - iv. with immediate effect, all trust line managers will fully support all members of staff who wish to quit smoking by providing adequate time during normal working hours for them to receive relevant counselling and/or treatment, including the provision of adequate cover when staff attend such sessions so that the trust's work, and especially clinical care, can continue uninterrupted. Staff may require more than one attempt at quitting before they are successful



## Appendix 2: Support for people who wish to stop smoking

1. The Whittington Quit Smoking Service offers evidence-based and effective support to smokers, patients, clients and staff, who wish to quit. To help smokers who may wish to modify or quit smoking, support will be provided to help them adjust to the change in lifestyle. Staff-only quit smoking services are provided.
2. Patients, clients, staff and visitors are encouraged to call the Whittington Quit Smoking Service on **0800 093 90 30** to discuss how the service might be able to help them to stop smoking.
3. Trust staff may use the services of the Whittington Quit Smoking Service during normal working hours with their line manager's agreement if this does not interfere with their own work or the work of others.
4. The Whittington Quit Smoking Service is run by specialists who can provide support to smokers who want to quit. These staff include health promotion specialists, smoking cessation specialists, nurses, pharmacists and health visitors. People who wish to stop smoking can attend a seven-week course providing information, advice and support. The clinic offers free nicotine replacement therapy if it is clinically appropriate to people who are entitled to free prescriptions whilst they are attending the clinic. Referral forms and information leaflets about this service are widely available. **Contact David Senior in Clinic 3A on 020 7288 5236 for an appointment.**
5. The Whittington Quit Smoking Service also offers one-to-one counselling for people who wish to stop smoking.
6. Advice should be offered by midwives at booking and scan and a referral made to advisor at clinic 3a
7. The 'Stop Before the Op' programme will be offered to all surgical patients at the Whittington Hospital.

## References

- i. Department of Health *Promoting a no smoking environment in the NHS* HC(85) 22
- ii. Board of Science and Education and Tobacco Control Resource Centre. *Towards smoke-free public places*.  
British Medical Association. London, 2002
- iii. Seymour L. *Been there. Done that. Revisiting tobacco control policies in the NHS*. London. Health Development Agency. 1999.
- iv. Fichtenberg CM, Glantz SA. Effect of smoke-free workplaces on smoking behaviour: systematic review. *Br Med J* 2002;325:188

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