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Review Lead: Director of Ops & Facilities

Calderdale and Huddersfield



NHS Trust

SMOKE FREE PREMISES POLICY

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Name of Author:-	Director of Operations & Facilities
Name of Responsible Committee / Individual	
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1. INTRODUCTION

The Health Act 2006, Chapter 28, Part 1 is an action to make provision for the prohibition of smoking in certain premises, places and vehicles

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 risk to health and adequate as regards facilities and arrangements for their welfare at work.'

Several EU directives relating to health and safety in the workplace have come into force since 1 January 1993. These include the Management of Health and Safety at Work Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005 which, under General Principles of Prevention, include:

- Avoiding risk
- Combating risks at source
- Replacing the dangerous by the non-dangerous or the less dangerous
- Giving collective protective measures priority over individual protective measures

The employer acknowledges that breathing other people's smoke is both a public health hazard and a welfare issue. Therefore, the Policy has been adopted concerning smoking at all Calderdale & Huddersfield NHS Trust premises,

This Policy will apply to:

- All staff, patients, visitors, contractors and other persons who enter properties operated by Calderdale & Huddersfield Trust.
- Staff should also be aware of the uniform policy that prohibits staff from smoking whilst wearing any staff uniform (regardless of location).
- The policy will apply equally to staff employed by all other organisations who work on Trust sites.
- Steps will be taken to ensure that appropriate protection is available to staff who may be exposed to the effects of smoking making visits to patients' homes as part of their duties.

However, smoking shelters will be made available to those who continue to smoke.

2. PURPOSE

The purpose of the policy is to provide staff with guidance on the requirements of the Smoke Free Premises Policy.

Its aims are to:-



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- Protect and improve the health of staff, patients, visitors and contractors
- Protect both smokers and non-smokers from the danger to their health of exposure to second-hand smoke

Set an example to other employers and workforces, particularly in health-related locations by arranging for Trust premises to be 'smoke-free' and by requiring staff not to smoke while on duty

3. ROLES & RESPONSIBILITIES

3.1 Chief Executive

The Trust's Chief Executive has prime responsibility for ensuring that the policy is developed and agreed by the Trust Board and Trust Executive Board.

3.2 Director of Operations & Facilities

The Director of Operations is responsible for communicating the policy throughout the organisation, its review and evaluation, in line with changes to national guidance. Key stakeholders must be consulted with during the development and /or change to the policy.

3.3 All Managers, Heads of Departments and Staff

Managers and Heads of Departments are responsible for the operational implementation and enforcement of the policy.

- Managers will need to establish their own monitoring arrangements to see that the Policy is being invoked.
- Management action should be supportive and sensitive. The advice of the Personnel & Development Department should be sought if formal procedures are being considered.

3.4 Occupational Health Department

Will provide contact information about local NHS Stop smoking services in Calderdale and Huddersfield at pre-employment vaccination screening. Those who wish to stop smoking will be helped to access individual or group support and nicotine replacement therapies as appropriate.

3.6 All Staff

- All members of staff have a duty to abide by the policy and are responsible for the operational implementation and enforcement of the policy.
- Staff who are finding it difficult to adjust to the Policy should be invited to discuss the issues with their manager, and be referred to smoking cessation services for support and, if they wish, referral to medications.
- All staff have a duty to comply with Trust procedures as a condition of their employment.



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- Those staff who work front of house will take a lead on encouraging compliance in conjunction with all patients, visitors and staff to hospital sites.

4 EQUALITY IMPACT ASSESSMENT

Calderdale and Huddersfield NHS Foundation Trust aims to design and implement services, policies and measure that meet the diverse needs of our service, population and workforce ensuring that none are placed at a disadvantage over others. We therefore aim to ensure that in both employment and services no individual is discriminated against by reason of their age, race, faith, culture, gender, sexuality, marital status or disability.

5 DISSEMINATION AND IMPLEMENTATION

In order to achieve smoke free premises the Calderdale & Huddersfield NHS Trust will erect smoking shelters in the grounds of both Sites at the following locations:-

Huddersfield Royal Infirmary	Calderdale Royal Hospital
Main Entrance	Main Entrance
Adjacent to A&E	Adjacent to A&E
South Drive near to Saville Court	Near to Maternity Unit
Occupation Road Entrance	Old Main Entrance

5.4 Staff

- The Trust will refer to the no smoking policy on all job advertisements and indicate adherence to the policy will be contractual.
- Provide support for those wishing to stop smoking from:
Huddersfield Smoking Advice Service - 0800 1832056
Calderdale Quit Smoking Service - 01422 281505

Training will be offered to staff in advising patients, visitors etc of the Policy, as requested.

5.2 Patients

- Patients are advised of the new Policy on admission to Calderdale & Huddersfield Trust premises. GP practices will also be informed of the Policy.
- Existing patients will also be addressed through a series of information sessions, with the support of stop-smoking specialists and counselling as appropriate. A supply of oral medication/patches of varying strengths will be available for patients. These will be available at a range of access points (A&E, MAU) to be used on a self-medication basis when the need arises.



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Patients of the South West Yorkshire Mental Health Trust will be expected to comply with the Non-Smoking Policy of the South West Yorkshire Mental Health Trust.

5.3 Visitors and Contractors

- This Policy applies to all visitors and contractors, irrespective of their circumstances.
- Tenders and contracts with the Calderdale & Huddersfield Trust will stipulate adherence to this Policy as a contractual condition. Existing contracts will be modified as soon as possible.
- Visitors who are distressed for any reason should be comforted, but the Policy will nevertheless apply.
- Contractors who contravene the Policy should be reported to the person responsible for monitoring the conduct of contractors on site.
- Visitors and contractors may wish for advice on stopping smoking and should be given contact details of local smoking cessation services.

To ensure that everyone entering Calderdale & Huddersfield Trust sites understands that smoking is not allowed in the buildings, clear signs will be on display. Smoking at entrances and exits by staff, patients or visitors will not be permitted.

5.5 Exceptions

5.5.1 Patients

There are occasions when patients may be permitted to smoke on an individual basis.

The Trust Board recognises that some patients have extreme circumstances that will require staff to make an assessment as to whether special arrangements need to be made so that the patient will be permitted to smoke on a Trust site. Permission to grant an exception will rest with the nurse/midwife in charge of the ward or unit and be formally recorded.

In all cases where an exception has been made there should be demonstrable evidence that smoking cessation has been fully considered as part of the patient pathway, in conjunction with the patient and/or their relatives. Where an exception is made, every effort must be made to minimise staff exposure to smoke. This would normally mean that smoking would only be permitted in well-ventilated areas where staff and other patients would not be in close proximity to the smoker. Ideally, this would also be out of sight of other patients, visitors and staff, who may be engaged in a stop-smoking programme.

As part of the policy, all service areas will develop clear management arrangements for patients who are treated as exceptions in the policy. These arrangements will be well known to all staff in the area.



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6 MONITORING COMPLIANCE / WITH AND THE EFFECTIVENESS OF THE POLICY

The policy will be monitored by:-

- The number of staff / patients referred to the Smoking Advice Counselling
- The number of complaints received relating to smoking
- The number of fire alarms resulting from smoking within premises
- Monthly audits carried out by the Internal PEAT Inspection Teams
- The number of untoward occurrence forms raised in relation to non compliance with the policy

7 REFERENCES

- The Health Act 2006
- Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999



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APPENDIX 1

SMOKE FREE PREMISES POLICY-STAFF GUIDANCE

Each individual member of staff has a responsibility to follow the Smoke-Free Policy whilst at work and they carry a responsibility to encourage full compliance of the policy from other members of staff, patients, visitors and contractors.

We are focussing efforts across the Trust to encourage compliance to this policy and all staff are asked to engage in promoting the Smoke Free Premises Policy by approaching smokers in a non-confrontational way and advising them of the policy. Below is a suggestion of a non-confrontational approach for staff to use:

'Excuse me, please can I advise you that this hospital is smoke-free and smoking is only allowed in designated smoking shelters or outside the hospital grounds'.

Where it is noted that the smoker is a patient then, if possible, please identify the ward the patient is from and contact either your line manager with the details or contact the Sister/Matron in charge of the ward, who will deal with the patient in line with the policy.

You are not expected to deal with any Violence & Aggression or Verbal Abuse.

It is important that you retreat immediately from any encounter of this nature and contact Security Services who will deal with the incident. Where a group of youths are congregated and you do not feel able to approach alone, contact your line manager or Security to support you.

Smoke free advice cards are also available from the Reception Areas of Calderdale and Huddersfield NHS Trust.

