



# Smokefree Policy

January 2021

**Monitoring Groups:**

Tobacco Policy Implementation Group, Health and Safety groups, Risk Management Advisory groups, Healthy Working Lives groups, Occupational Health Departments and Human Resources Departments.

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Approved by	Corporate Management Team / Health & Safety Forum
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## Contents

1. NHS Greater Glasgow and Clyde – Our Smokefree Commitment	
1.1 Rationale	3
1.2 Summary	4
1.3 Aim	4
1.4 Key principles	4
1.5 Equality and diversity	5
2. Policy in Practice	
2.1 Scope	5
2.2 Policy details	5
2.3 Promotion of tobacco	7
2.4 Implementation, monitoring and review	7
2.5 Training	7
2.6 Responsibilities	8
3. Support for Smokers	
3.1 Summary	8
3.2 Support for all	8
3.3 Sources of help to stop smoking	9
4. Appendix	
A. Document Links	11

Supporting document: NHS Greater Glasgow and Clyde Smokefree Protocol for staff-  
Guidance for managers in enforcing the Smokefree Policy.

This document will brief managers and staff about good practice on issues of enforcement, training, smoking cessation, monitoring, and positive promotion of the Policy.

## **NHS Greater Glasgow and Clyde – Our Smokefree Commitment**

### **1.1 Rationale**

Smoking is the biggest single preventable cause of ill health and early death in our community. Smoking causes the premature deaths of 9,360 people in Scotland every year. Most people who die because they smoke will develop one of the three diseases most widely associated with the habit – lung cancer, chronic obstructive lung disease or coronary heart disease. Tobacco smoke contains over 4,000 chemicals in the form of particles and gasses, and about 60 are known or suspected to cause cancer.

Second hand smoke has been shown to be a hazard to health. Those exposed to second hand smoke are at increased risk of lung cancer and heart disease. In addition, second hand smoke can trigger or aggravate respiratory conditions such as asthma or bronchitis. It can also irritate eyes, cause coughs and headaches and generally make non-smokers feel ill.

By law (Appendix A) NHS Greater Glasgow and Clyde is responsible for ensuring that all its enclosed or substantially enclosed public places are smokefree, maintaining a safe, healthy working environment, protecting the health of patients, staff, visitors and contractors from hazardous environments, and making sure that staff understand their responsibilities to take reasonable care of the health and safety of themselves and others.

The 2013 Scottish Government document ‘Creating a Tobacco-Free Generation – A Tobacco Control Strategy for Scotland’ requires all NHS Boards to have a well implemented Smokefree Policy, covering buildings and grounds. An effectively implemented NHS Smokefree Policy shows good leadership and demonstrates an exemplar role in public health and can play a key part in reducing the health impact of tobacco.

A clear message will be provided that smoking, and second hand smoke, is a major cause of preventable ill health and should be discouraged. We will highlight the support that the now well-established stop smoking services can offer to staff or patients who wish to stop smoking. A research paper published in the British Medical Journal (BMJ 2014 – see reference documents) considered changes in mental health after smoking cessation. The paper concluded that smoking cessation is associated with reduced depression, anxiety, and stress and improved positive mood and quality of life compared with continuing to smoke.

Improving the health of our population is a key aim within NHS Greater Glasgow and Clyde, and compliance with this Policy will contribute greatly to the much needed reduction in prevalence of smoking and exposure to tobacco smoke. A smokefree environment and the provision of tobacco education and stop smoking support are recognised methods of achieving this aim, all of which are at the centre of this Policy.

## **1.2 Summary**

NHS Greater Glasgow and Clyde is committed to providing a safe and healthy environment for all staff, patients and visitors. In line with this we have revised our Smokefree Policy to reflect our move towards smoke-free premises:

- Smoking is banned on NHS Greater Glasgow and Clyde property, including all buildings, all vehicles and grounds.
- A clear message will be provided that smoking and the effects of second hand smoke (SHS) are a major cause of preventable ill health and should be discouraged.
- Staff must not smoke when on duty, including when on rest breaks, whilst on NHS GGC property or grounds.
- Electronic (e) cigarette use in NHS GGC grounds will be permitted by the Policy in accordance with Section 2.2. (Policy details)
- Staff are prohibited from smoking when in uniform or identifiable members of NHS staff.
- From 26 March 2007, smoking was banned in all grounds, making NHS Greater Glasgow and Clyde completely smokefree.
- All mental health units in NHS GGC became smokefree on or before Wednesday the 9<sup>th</sup> of March 2016.
- All staff who smoke will be offered stop smoking information and support.
- All patients who smoke will be offered access to stop smoking support and in-patients experiencing acute nicotine withdrawal will be treated in a supportive manner and prescribed appropriate nicotine replacement therapy(NRT) medication where required.

## **1.3 Aim**

The aim of this Policy is to create a smokefree, healthy and safe environment for staff, patients and visitors to work and visit. This is fundamental to NHS Greater Glasgow and Clyde's desire to be a responsible employer, and to fulfil its health improvement role.

## **1.4 Key principles**

- No patient, visitor or staff member should be exposed to tobacco smoke against their will.
- It is tobacco smoke, and its effects on those who use it and are exposed to it, that is the problem rather than the smokers themselves.
- Smokers who want to stop will be offered stop smoking support; those experiencing withdrawal will be treated in a supportive way.
- All patients who smoke will be sensitively offered NRT to relieve withdrawal symptoms whilst they are in our care and unable to smoke.

## 1.5 Equality and diversity

The application of this Policy will be monitored by the Director of Human Resources to ensure equitable treatment of all employees irrespective of sex, race, age, disability, sexual orientation, ethnic origin, religion or belief.

## Policy in Practice

### 2.1 Scope

Smoking is not allowed on NHS Greater Glasgow and Clyde premises and this Policy covers all NHS Greater Glasgow and Clyde premises. These include:

- All buildings e.g. offices, hospitals, health centres, cabins, staff residencies including doorways and entrances
- All vehicles e.g. pool cars, lease cars, personal cars on hospital grounds, light and heavy goods vehicles
- All grounds e.g. gardens, walkways, car parks

The Policy applies to:

- All NHS Greater Glasgow and Clyde employees
- The wider NHS family e.g. contractors, students, voluntary staff, personnel with honorary contracts (whether or not a uniform is worn on Board business)
- All patients, including out-patients, day-patients, in-patients and long stay patients
- All visitors or other people whose work, study or personal circumstances brings them onto NHS Greater Glasgow and Clyde premises

### 2.2 Policy details

#### NHS staff & wider NHS family

- **Staff must not smoke when on duty**, including when on rest breaks, whilst on NHS GGC property or grounds. This also applies whilst on duty in premises or grounds not owned or controlled by NHS GGC. This is because they are representing the organisation, and therefore its Policy on tackling smoking, and because it is important not to expose others to second hand smoke.
- Staff must not smoke in their cars in NHS GGC car parks or grounds whether in uniform or not.
- The Policy applies to students, placements, trainees and volunteers not in our employment who have access to our facilities for training purposes and will be a condition of accepting them as student/trainees.

- Contractors working on NHS GGC site are subject to this Policy and will be notified of these conditions prior to employment and/or commencement of work.
- Suppliers and deliverers of goods will not smoke on NHS GGC premises.
- **Residences:** all residences must be smoke free in accordance with the Policy. Where this is not specified in the current lease agreement, this will be undertaken upon renewal.
- **Home visits:** Staff should not be exposed to second hand smoke during home visits. To protect staff who visit clients in their own homes, clients and their families will be requested not to smoke for the duration of the visit.
- **Breaches of the policy:** If a member of staff breaches the Smokefree Policy they will be subject to disciplinary action. Staff breaching the Policy will also be supported to receive guidance from Quit Your Way Services. Line Managers will be made aware of their responsibility and authority in this matter.
- **E cigarettes:** The use of e-cigarettes is permitted within NHS GGC grounds. The use is not permitted at building entrances and exits.

Patients, visitors and staff will be able to use e-cigarettes in the grounds as above. Staff may only utilise e-cigarettes during rest breaks. E-cigarettes are not permitted for use within buildings.

Specific guidance will be provided regarding the charging of e-cigarettes.

Additional restrictions on the use and charging of e-cigarettes will apply in the following areas; Forensics (low and medium secure) and IPCUs. (See hospital manager for local arrangements).

## Patients

Patients who wish to smoke may do so outwith NHS Greater Glasgow and Clyde premises and grounds. All patients will be advised about the Smokefree Policy before or at the point of their admission.

- Patients experiencing nicotine withdrawal symptoms will be treated in a supportive manner and prescribed appropriate medication where required.
- Clients and their families will be requested not to smoke for the duration of any home visits.

**Breaches of the Policy:** If a patient repeatedly breaches the Smokefree Policy, they may be dealt with in line with NHS Greater Glasgow and Clyde's Policy on Violence and Aggression because of the danger caused by tobacco smoke to staff and other patients. (Appendix A).

## Visitors

- Visitors may not smoke in NHS Greater Glasgow and Clyde buildings, premises and grounds.
- **Breaches of the Policy:** If a visitor repeatedly breaches the Smokefree Policy, they will be asked to leave the premises.

## 2.3 Promotion of tobacco

In line with NHS Greater Glasgow and Clyde's desire for active discouragement of tobacco use, tobacco products will not be sold, advertised or otherwise promoted on the premises. NHS Greater Glasgow and Clyde will not hold tobacco-related investments, or accept sponsorship or donations from tobacco companies.

## 2.4 Implementation, monitoring and review

This Policy is intended to safeguard the health of all staff and visitors, and so all staff are responsible for its continued implementation.

The organisation will ensure that all appropriate legal signage is in place in accordance with the relevant legislation on smoking. Main smokefree provisions will be clearly displayed at all entrances to all premises. Information on the Policy will be made available to all staff during the induction process and on the NHS GGC website and StaffNet.

Overall responsibility for ensuring the policy is implemented, monitored and reviewed rests with the Director of Human Resources.

Monitoring of adherence to the Policy and uptake of stop smoking services will be carried out by the Tobacco Policy Implementation Group, Health & Safety groups, Risk Management Advisory groups, Healthy Working Lives groups, Occupational Health Departments and Human Resources Departments. All monitoring information will be reported to the Director of Human Resources as part of the review process.

Please direct any questions or concerns about the Policy to the Director of Human Resources.

## 2.5 Training

All staff will be made aware of their responsibility for complying with and supporting the Smokefree Policy. The Smokefree Policy module (**GGC: 088 Smokefree Policy**) is available on LearnPro for all NHS GGC staff to access and provides further information on the Smokefree Policy along with tips on how to confidently speak to someone smoking on our sites. Managers will be provided with guidance to brief them on the Policy enforcement protocol.

### Very Brief Advice on Smoking

(<https://elearning.healthscotland.com/enrol/index.php?id=558>)

The above module is available free from Public Health Scotland.

Delivering very brief advice on smoking can help trigger a quit attempt among people who

smoke. This eLearning takes approximately 30 minutes to complete, is evidence based and will provide you with the skills to deliver very brief advice. For further training information please contact QYW Services.

## 2.6 Responsibilities

**Employee:** to comply with the Policy as part of the terms & conditions of employment, and to support and enforce it with patients, visitors and colleagues.

**Manager/Supervisor:** to support any employee who expresses a desire to stop smoking, to ensure that the Policy framework is being adhered to in his/her area of responsibility and to handle any breaches in a considered and thoughtful manner.

**Human Resources:** to provide support and advice to managers to help them to apply the Policy effectively, to monitor Policy breaches, and to include a briefing on the Policy at staff induction.

**Staff-side Representatives:** to provide support and advice to their members, ensuring that the Policy is applied appropriately.

**Occupational Health:** to provide information and advice to those employees who wish to stop smoking.

## Support for smokers

### 3.1 Summary

Many smokers want to quit smoking. Patients may use a hospital stay as an opportunity to do so, and employees may use the Policy to enhance their motivation to stop. It is equally recognised that many smokers do not wish to stop, and that they must be helped to comply with the restrictions imposed by this Policy.

### 3.2 Support for all

#### Staff

- Staff who smoke will be encouraged to seek support to quit and/or manage their smoking whilst at work.
- Staff who wish to stop smoking can access advice, support and free nicotine replacement therapy or other stop smoking medications.
- The local arrangements for accessing such support will be clearly publicised to staff through StaffNet and in local staff areas.
- QYW Hospital Advisors on all acute hospital sites in Greater Glasgow and Clyde can provide advice, support and access to free nicotine replacement or other stop smoking medication products for all NHS GGC staff who wish to stop smoking.
- Staff can either self refer or be referred by a line manager to the QYW Service through email – [Quityourway.smokefreestaff@ggc.scot.nhs.uk](mailto:Quityourway.smokefreestaff@ggc.scot.nhs.uk).



- If staff do not wish to stop smoking they will be offered support to manage their smoking whilst at work in a manner which does not breach Policy.
- The Quit Your Way service will be clearly publicised and promoted to all staff through Staffnet and other communication routes.

## **Patients**

- Wherever possible, patients' smoking status should be documented on MAR (Acute hospitals) or EMIS (Mental Health hospitals) on admission as well as in their case notes. Smokers should be offered information about stopping smoking at the point of admission and regularly throughout their stay in hospital.
- Coming into hospital presents many patients with an ideal opportunity to stop smoking. NHS Greater Glasgow and Clyde is committed to providing practical help, support and advice to patients who wish to take advantage of this opportunity. This includes providing information, stop smoking support, and Nicotine Replacement Therapy (NRT) where appropriate.
- Each ward, clinic and department will have access to up-to-date information on the health effects of smoking and stop smoking services.
- In-patients experiencing acute nicotine withdrawal will be treated in a supportive manner and prescribed appropriate medication where required.
- If patients choose against medical and nursing advice to leave a clinical area they do so at their own risk. This has been reviewed by the Central Legal Office.

## **Visitors**

Visitor information will include reference to the Policy, emphasising the support that smokers need when they are trying to quit, and discouraging the supply of tobacco products to patients.

## **General**

Periodic publicity campaigns will be undertaken (e.g. No Smoking Day) to encourage smokers to attempt to stop, and publicise the support available.

### **3.3 Sources of help to stop smoking for staff, patients & visitors**

Staff can email – [Quityourway.smokefreestaff@ggc.scot.nhs.uk](mailto:Quityourway.smokefreestaff@ggc.scot.nhs.uk)

Staff, patients and visitors can visit – [www.nhsggc.org.uk/quityourway](http://www.nhsggc.org.uk/quityourway)

Or call Quit Your Way Scotland on - **0800 84 84 84**

## **Occupational Health Department**

Address: Occupational Health, 6th Floor, West Glasgow ACH, Dalnair Street, Glasgow, G3 8SJ. Tel: 0141 201 0600.

## **Legal obligations**

By law NHS Greater Glasgow and Clyde is responsible for:

- Maintaining a safe, healthy working environment
- Ensuring that all enclosed and substantially enclosed premises are smokefree, and that appropriate No Smoking signs are clearly displayed.
- Protecting the health of patients, staff, visitors and contractors from hazardous environments
- Making sure that staff understand their responsibilities to take reasonable care of the health and safety of themselves and others

## **Legislation:**

- Health & Safety at Work etc Act 1974
- Smoking, Health and Social Care (Scotland) Act 2005
- The Workplace (Health, Safety & Welfare) Regulations 1992
- Employment Rights Act 1996
- The Disability Discrimination Act 1995
- The Pregnant Workers Directive
- Control of Substances Hazardous to Health (COSHH) Regulations 2002

## **Cross-referencing**

### **Local documents:**

Occupational Health Referral Process

<https://www.nhsggc.org.uk/working-with-us/hr-connect/occupational-health/>

#### 4. Appendix A

Very Brief Advice on Smoking	<a href="https://elearning.healthscotland.com/enrol/index.php?id=558">https://elearning.healthscotland.com/enrol/index.php?id=558</a>
Quit Your Way Email	<a href="mailto:Quityourway.smokefreestaff@ggc.scot.nhs.uk">Quityourway.smokefreestaff@ggc.scot.nhs.uk</a>
Quit Your Way Webpage	<a href="http://www.nhsggc.org.uk/quityourway">www.nhsggc.org.uk/quityourway</a>
Occupational Health Referral Process	<a href="https://www.nhsggc.org.uk/working-with-us/hr-connect/occupational-health/">https://www.nhsggc.org.uk/working-with-us/hr-connect/occupational-health/</a>