

Royal Free Hampstead NHS Trust

Smoke-Free Policy

1. Reasons for becoming a smoke-free trust

The reasons for adopting a smoke-free policy are clear.

1. Smoking is the single greatest cause of preventable illness and premature death in the UK. Admissions for disease caused by smoking are estimated to have cost the NHS in London over £105 million in 2001¹.
2. Second-hand smoke is a proven carcinogen and apart from cancer causes a range of other diseases including heart disease and respiratory infections. Under the *Health and Safety at Work Act 1974*, the trust has a duty to protect employees and others from the effects of tobacco smoke.
3. There is evidence that patients who continue to smoke while in hospital are at increased risk of complications and delayed recovery.²
4. Smoking creates a dirty environment for everyone. Time and money has to be spent cleaning this up. The litter of cigarette ends, drifting smoke, and the poor impression created by the sight of staff and patients smoking causes complaints.
5. As the major provider of health care, the NHS should be seen to lead the way in providing a smoke-free environment. The recent government white paper *Choosing Health* states that the NHS will become smoke free at the end of 2006. The NHS across London aims to go smoke free, inside and outside, in January 2006.

In support of this, the trust aims to become completely smoke free inside and outside from 10 October 2005.

2. Objectives of the smoke-free policy

- To protect staff, patients and visitors from the harmful effects of passive smoking.
- To support staff and patients who want to give up smoking.

¹ Tobacco in London – the preventable burden. A joint report by SmokeFree London and the London Health Observatory, March 2004. Data provided by the Office for National Statistics, the London Health Observatory, the Department of Health and the UK Data Archives at the University of Essex.

² Grief, R, Akca, O, Horn, E.P, Kurz,, A.and Sessler, D.I.(2000). Supplemental perioperative oxygen to reduce the incidence of surgical wound infection. *New England Journal of Medicine* 342:161-7

- To highlight the risks of smoking, and to promote a smoke-free NHS culture.
- To remove the smell of smoke which many patients and staff find offensive.
- To achieve a completely smoke-free environment .

3. The scope of the policy

i) Who does the policy apply to?

The policy applies to any person on any of the trust's sites including staff, patients, students, visitors, and contractors.

ii) Where does the policy apply?

The policy applies to all buildings and grounds on all the trust's sites. This includes :

Royal Free Hospital
 Royal National Throat, Nose & Ear Hospital
 Coppetts Wood Infectious Diseases Unit
 Queen Mary's House

iii) What about other trust sites where the Royal Free provides a service?

The smoke-free policy extends to staff working on other trust sites where the Royal Free provides patient services. This includes: Edgware Community Hospital, Barnet Hospital, Finchley Memorial Hospital, Potters Bar Community Hospital.

Once trusts responsible for other sites have implemented their own smoke-free policy, patients and others will be expected to comply with it.

iv) Staff residential accommodation

Smoking is not allowed in communal and circulation areas or grounds, and in rooms or other accommodation except on specifically designated floors or areas.

Details of smoking cessation advice will be displayed at central points within accommodation.

This applies both to trust accommodation and that managed by partners.

v) Vehicles

Smoking by staff is prohibited in vehicles owned or leased by the trust. Staff who use their own vehicles for trust business should not smoke in them during work hours.

vi) Recreation club

The staff recreation club supports the smoke-free policy. Smoking is prohibited throughout the club - and outside in the grounds of the trust.

vii) The Royal Free and University College London Medical School;- and Middlesex University

The medical school and Middlesex University support the smoke-free policy. Smoking is prohibited in all parts of the medical school and Middlesex University on the Royal Free site.

viii) Junior doctors' bar and student union bar

Smoking is prohibited in these areas.

ix) Contractors

Contractors are not permitted to smoke anywhere on the trust's sites, including within their work site.

x) Other organisations on the trust's sites

Other organisations who occupy the trust's sites are expected to comply with the smoke-free policy. They are responsible for communicating the policy to their staff, visitors and contractors.

xi) Staff who visit patients at home

Staff have the right to work in a smoke free environment. Patients or their carers who smoke in their own homes should be requested not to smoke for the duration of the visit. If the patient or carer does not agree to this, the member of staff has the right to withdraw if it is clinically safe to do so.

xii) Smoking breaks for staff

Breaks for smoking are not permitted. Staff may smoke during agreed breaks, but only if they leave the site. No extra time will be granted for this.

xiii) *Staff smoking off the trust's site*

The uniform policy states that staff must not smoke in uniform.

Staff are not permitted to smoke off the trust's site if they are wearing an identity badge or are representing the trust.

xiv) *Electronic cigarettes*

E-cigarettes are unregulated nicotine products for which there is insufficient evidence of safety. In view of this, use of e-cigarettes is not permitted anywhere on trust premises.

4. Exceptions

No exceptions will be made for patients, visitors, staff or others.

5. Advice and support for staff and patients

The trust appreciates that smokers become addicted to nicotine and need help and support in order to comply with a smoke-free policy.

Smoking cessation advice and support is available to everyone. Stop smoking services provide information on:

- ▶ different ways of giving up smoking
- ▶ how to obtain nicotine replacement therapy
- ▶ advice and support while on a smoking cessation programme, and post smoking support.

Smoking cessation services can be accessed via

- the Royal Free Hospital's smoking cessation advisers
- smoking cessation services in the community, including via GPs.

Contact details are widely available including on *freenet*, at www.royalfree.nhs.uk on wards, in clinics, in PALS - and in patient information leaflets.

In addition to the above, staff can access smoking cessation advice via occupational health - details on *freenet*.

Patients who smoke should receive opportunistic advice from a clinician and the advice should be recorded in the notes.

In-patients should be offered smoking cessation advice at the pre-admission session or at the time of booking.

6. Informing patients and visitors of the policy

The policy will be advertised and promoted in a variety of ways: in leaflets, on the trust's website, in clinics, on wards, in the PALS office, via doctors, nurses, therapists, pharmacists and other health care professionals - and signage.

Official trust visitors should be informed of the policy by their host.

National No Smoking Day will be used as a key date during the year to promote the policy.

7. Informing staff of the policy

Staff will be informed about the policy via *freenet*, *Freestyle* and at induction. Line managers will draw staff's attention to the policy and it will be highlighted in job recruitment information and advertisements.

8. Informing other organisations of the policy

Other organisations on the trust's sites will be sent a copy of the policy. They are expected to communicate this to their staff and ensure they comply with the policy.

9. Implementing the policy

i) General duty to promote the policy

All staff have a responsibility to help promote and implement the policy.

Line managers are expected to take a lead in ensuring everyone complies with the policy.

Security staff will help enforce the policy, and will respond to requests from staff to deal with anyone who reacts aggressively to being asked to extinguish the cigarette or who refuses to do so.

ii) Non-compliance by staff

All members of staff have the right to bring the policy to the attention of any other member of staff they find smoking on the trust's premises.

Members of staff found smoking should be reminded of the trust's policy on smoking. They should be asked politely to stop smoking or to move off the trust's grounds.

If a member of staff who is smoking refuses to extinguish the cigarette, or is aggressive or abusive, his or her manager should be told.

If a member of staff is reported to his or her manager for refusing to stop smoking when asked or for persistently smoking on the trust's premises, the manager should initially counsel them, remind them of the policy and encourage them to seek smoking cessation advice in line with section 5 above.

If, despite counselling, a member of staff continues to be reported for smoking in breach of the policy the matter should be addressed through the trust's performance and conduct procedure.

If a member of staff is reported to his or her manager for being aggressive or abusive when asked to stop smoking on the trust's premises, the matter should be addressed through the performance and conduct procedure.

In the event that staff from another organisation are found to be in breach of the policy, the appropriate organisation will be advised in writing.

ii) Non-compliance by patients and visitors

All members of staff have the right to bring the policy to the attention of anyone they find smoking on the trust's site.

Patients or visitors found smoking should be reminded of the trust's policy on smoking. The person should be politely asked to stop smoking or to move off the trust's grounds.

Staff should enlist the assistance of a more senior member of staff if they feel it necessary.

Staff should have regard to their own personal safety. If the person who is smoking becomes aggressive or refuses to extinguish the cigarette or move off the trust's grounds, the manager of the area and security staff should be informed.

Refusal by the smoker to comply with this policy may result in the trust's red card policy being applied. This may lead to treatment being withdrawn or the person being asked to leave the trust.

Any complaint relating to this policy from or on behalf of patients should be dealt with under the trust's complaints procedure.

iii) Contractors

Contractors and their employees are not permitted to smoke anywhere on the trust's site, including within their work site.

Any contractor or contractor's employee found to be in breach of this policy may be required to leave the site.

10. Sale of tobacco products

The sale or advertising of tobacco products on trust sites is prohibited.

11. Monitoring the policy

All aspects of the policy will be reviewed on a regular basis by the trust's smoke free project team.

12. Review date

The trust's smoke free project board will review the policy annually.

June 2013