



SMOKE FREE POLICY

Policy

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1.0 INTRODUCTION

- 1.1 Somerset Partnership NHS Foundation Trust and Taunton and Somerset NHS Foundation Trust (the Trust) is committed to improving the health and wellbeing of patients, carers, staff and visitors. We acknowledge that smoking and breathing other people's smoke is both a public health and workplace hazard. This policy has been adopted concerning smoking at all Trust sites.
- 1.2 The Policy supports the Trust in meeting the requirements of Smoke Free Law introduced on the 1 July 2007 and guidance issued by the National Institute for Health and Care Excellence (NICE) on helping people to stop smoking in secondary services.

2.0 DEFINITIONS

Smoking: Smoking is the inhalation of the smoke of burning tobacco encased in cigarettes, pipes, and cigars.

A smoking habit: is a physical addiction to tobacco products. Many health experts now regard habitual smoking as a psychological addiction too, and one with serious health consequences.

Vaping: the action of inhaling and exhaling the vapour produced by a non-tobacco containing electronic cigarette or similar device.

E-cigarette: a non-tobacco containing electronic cigarette with a nicotine-based liquid that is vaporized and inhaled.

Vape: a non-tobacco containing e-cigarette or similar device, e-cigarette and vape are often used interchangeably.

3.0 ROLES and RESPONSIBILITIES

The Chief Executive Accountability for the policy rests ultimately with the Chief Executive.

The Chief Nurse is the Executive Lead for smokefree within the Trust and is accountable for the implementation of the policy.

The Smoking Cessation Lead is responsible for the policy and for ensuring this policy is enacted and for reporting on matters relating to smoking. Shall keep abreast of guidance and legislation in relation to the risks of smoking.

Team and Service Managers as well as Charge Nurses, Ward Sisters and Matrons: are responsible for implementing the policy, and have a responsibility to ensure that their services and functions are in line with this policy and that their staff and teams have support and advice to meet their responsibilities under this policy. They will ensure that staff in their teams have the right skills and knowledge to deliver this policy.

All staff: will help the Trust to achieve our ambition of being smoke free, and where necessary support the development local improvement plans.

4.0 PROCESS DESCRIPTION

4.1 This policy is intended to ensure compliance with NICE guidance (PH48) where smoking will not be permitted in the building or grounds of any Trust premises. Help will be provided to those who wish to stop or refrain from smoking.

CORE PRINCIPLES

4.2 This policy is based on the following core principles:

- Tackling smoking and reducing the burden of smoking-related death and illness within the NHS and across its wider communities
- Protecting the health of all its staff, service users and visitors by ensuring a smoke-free working environment
- Developing a culture in which the physical and mental health benefits of quitting smoking are promoted
- Promoting the health of our staff, including the health of smokers by providing opportunities and support for any staff who wish to stop smoking.
- Colleague Wellbeing and Support can offer support to colleagues and may refer our staff to Smokefreelife Somerset
- Providing a model of good practice for other NHS services and partner organisations in implementing policies on smoking
- Reducing the burden of premature death and illness in the wider community by promoting a smoke free environment and a comprehensive approach to tackling smoking.
- E Cigarettes are beneficial in the reduction of harm from smoking and therefore this is permitted in certain areas of the Trust

4.3 The right to smoke is not a valid objection to smokefree policies. This was tested in the High Court in 2008 (Regina (G) v Nottingham Healthcare NHS Trust) where the judge concluded that smoking is not a basic human right and concluded that strict limitations upon smoking were justified.

4.4 This policy is intended to:

- Ensure comprehensive screening identifies tobacco dependent patients who are then offered evidence based treatments.
- Protect and improve the health of all staff, patients, visitors, contractors and the general public
- Set out that smoking is not permitted in any Trust premises or grounds and encourages smokefree choices. People who choose to smoke must respect local residents, communities and external environments

- Ensure all staff, patients, visitors and contractors to Trust premises benefit from a smoke free environment
- Protect both smokers and non-smokers from the danger to their health of exposure to passive smoke
- Set an example to other employers and workforces, particularly in health-related locations, and encourage staff and patients to access support and advice to give up smoking through the local stop smoking service
- Take into account the needs of employees and patients who smoke, and encourage staff to consider using stop smoking medication products
- Encourage patients to consider using stop smoking medication; products as part of their treatment and care
- Meet the Trust's legal obligations under Health and Safety legislation
- Improve fire safety
- Deliver the NICE guidelines (PH48) for smoking cessation in secondary care
- Comply with the Smoke-Free (Premises and Enforcement) Regulations 2006 and allied legislation.
- Provide for the development of smoking cessation adopting the 'Ottawa Model'

A SMOKE FREE ENVIRONMENT

- 4.5 Since the smoke-free provisions of the Health Act 2006 came into force with a phased approach smoking is not permitted in any Trust building or vehicles by staff, service users or visitors including contractors. This policy not only provides the guidance to ensure the Trust complies with smoking legislation but also extends a smoke free policy to the grounds of our premises.
- 4.6 After careful consideration and consultation it has been concluded that e-cigarettes may support compliance with the Trust's smoke free policy and help some smokers manage their nicotine dependence.
- 4.7 E-cigarettes are permitted in Trust grounds and users are expected to be considerate to those around them, keeping a reasonable distance from windows, doors and pathways.
- 4.8 It is critically important that e-cigarettes do not simply replace cigarettes and a culture of facilitating e-cigarette breaks is avoided. The Trust believes that e-cigarettes may help some smokers move away from using harmful burnt tobacco towards a cleaner form of nicotine delivery.
- 4.9 E-cigarettes are not recommended as a first line treatment option, and not to be used by patients who are under 18 years. All mental health inpatient e-cigarette users must have in place a risk assessment and care plan that details how the individual will be supported to use his/her device safely and maintain a safe environment. As new evidence emerges about e-cigarettes the Trust will review this position.

- 4.10 In Mental Health Services, staff should be mindful of the potential for any restricted items that should be managed under the Trust Search Policy.
- 4.11 Tobacco should be considered a 'prohibited' item and patients advised not to bring these items to the wards.
- 4.12 Guidance from the National Fire Chiefs Council makes clear that the following should help staff support vaping from a Health & Safety perspective:
- Only use chargers designed for use with specific devices and chargers must be PAT tested or that are in original packaging.
 - Vaping devices must never be left charging unattended or overnight especially next to patients beds
 - Never use a vaping device close to medical oxygen, flammable emollient creams or airflow mattresses
 - Patients must never use modified or adapted devices and associated equipment
 - Patients should not use damaged equipment or batteries

Staff

- 4.13 Staff may not smoke in any part of the Trust premises, including offices, corridors, toilets, grounds or car parks. Staff are also not permitted to smoke during their paid working time. Staff should not be seen smoking in public while wearing their uniform or Trust badges.
- 4.14 Staff who vape are expected to be considerate to those around them and cover their uniform to maintain their professional image.
- 4.15 For staff who smoke, and who do not presently want to quit, their line manager will help them to comply with this policy by advocating the management of nicotine withdrawal symptoms during working hours.
- 4.16 Staff should give consideration to the impact on their colleagues and people using Trust services that are temporarily abstaining from smoking, and should therefore minimise any smoking related odour they bring to the workplace.
- 4.17 The Trust is committed to providing opportunities and support for staff who wish to give up smoking, and support can be accessed from:
- Smokefreelife Somerset (01823 356222 or www.healthysomerset.co.uk/smokefree).
 - NHS Smoking Helpline 0300 123 1044
 - Staff may require a referral to Occupational Health where there are work related health problems
 - Requests for flexible working and/or time off to enable staff to attend stop smoking services will be received sympathetically

People using Trust services

- 4.18 All people using the Trust will be asked to comply with this policy. Patients will be asked their smoking status and, if they wish to quit, will be directed to Smokefreelife Somerset or other support (see 4.20).

Inpatient admission

- 4.19 Coming into hospital presents many people with an opportunity to stop smoking. The Trust is committed to providing practical help, support and advice to these people who wish to take advantage of this opportunity.
- 4.20 Those who wish to quit will be offered support and NRT (or other treatments such as Varenicline and Bupropion) as an effective part of a strategy to promote smoking cessation. Treatment will be detailed in an agreed care plan. People not wishing to quit will be provided with guidance and support during their temporary abstinence whilst using the service. Smokefree information leaflets will be available.
- 4.21 For smokers who are unable to leave their ward the offer of NRT should be made on admission to minimize withdrawal symptoms before they occur, and maintained for the duration of their stay.
- 4.22 In circumstances where the metabolism of prescribed medication is known to be affected by nicotine replacement therapy a Doctor will review the person's treatment and care plan prior to NRT being offered. Additional monitoring will be required in some instances, see NRT Medicines Guidance online at Trust Pharmacy pages.
- 4.23 Breaches of this Policy by people using Trust services will be reported to the manager (or their representative) of the relevant clinical/non-clinical area and as an incident on the Risk Management System. If the person is an inpatient, then the Ward Manager and the Clinical Care Team should be informed of the event in order to review care planning.

People receiving care at home and in the community

- 4.24 Staff visiting people in their own homes should not be exposed to second hand smoke. Where possible, this Policy will be communicated to them with a request that the person being visited or others in the location refrain from smoking for the duration of the visit.
- 4.25 If the person (or their relatives) wishes to quit smoking they can be directed, or a referral made, to Smokefreelife Somerset.
- 4.26 When staff are seeing patients in their own home, the patients home becomes our staff working environment. Line managers and the organisation want to support our staff in upholding the principle of working in smokefree environments. They will seek to support the clinical staff in appropriate action which ensures continuity of treatment in a smokefree environment.

Signage

- 4.27 Signs will be placed at all public and staff entrances and in Trust vehicles including lease cars in accordance with legal requirements.

Visitors

- 4.28 Visitors may not smoke in any part of the Trust premises, including offices, corridors, toilets, and car parks. Visitors may vape as detailed in section 4.12 on page 6.

Contractors

- 4.29 Contractors working on site are subject to these conditions where their work is carried out on the Trust site – they must be notified of these conditions prior to employment and/or commencement of work.
- 4.30 Where a contractor has been given total control of a section of the Trust site, ultimate responsibility for this Policy for that area rests with them.

Vehicles

- 4.31 Smoking or the use of E-cigarettes is not permitted in Trust vehicles on or off Trust sites at any time, this includes transporting patients or other people using the Trust.

Sale of tobacco products

- 4.32 The sale of tobacco products is not permitted in any of the Trust's premises.

Sale of vaping products

- 4.33 The sale of e-cigarettes and vaping devices is not currently permitted, but will be reviewed in line with best evidence.

END OF LIFE CARE

- 4.34 Permission to grant an exception to this policy will rest with the nurse in charge of the ward or unit and be formally recorded in the patient's medical records.
- 4.35 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 consultation with the patient and/or carer.

Patients who are dying and no longer safely able to smoke

4.36 If the patient has been smoking in the last days, utilise the protocol for NRT, and use their previous normal daily smoking amount to calculate the patch strength needed. This dose may be different to current use when gravely ill.
Those who wish to continue smoking and are in the last days of life

4.37 Although the Trust is smokefree, the continuation of enjoyment for those who are dying is important. A pragmatic approach is encouraged. This pragmatism should ensure the safety of the smoker, the people around them and property/buildings. The following points are of note for those who are in the last days of life:

- Smoking will need to take place outside and in an agreed area with the ward team
- Dispensation can be made only for the patient who is thought to be dying (not friends or others)
- A patient who can be supported to safely smoke by relatives or friends may also require fire-proof blankets
- Non-ignitable clothes (such as cotton rather than polyester) should be considered by the patient
- A fire risk assessment should be documented.
- Patients must not smoke or vape whilst receiving oxygen therapy

4.38 The resource for escorting end of life patients must consider safe staffing requirements of the ward

POLICY IMPLEMENTATION

4.39 This policy is intended to benefit all staff, people using Trust services and visitors. All staff are responsible for its continued implementation. Overall responsibility for ensuring the policy is implemented, monitored and reviewed rests with the Chief Nurse and individual line managers. Information on the policy will be:

- circulated to all staff
- provided to all new employees
- published on the Trust policy and procedures page

4.40 In the unlikely event of a member of staff not respecting the policy, their line manager will attempt to resolve the situation informally in the first instance. Ultimately, repeated breaches of the policy may result in disciplinary procedures.

Complaints

4.41 Staff complaints should be addressed initially to their Line Manager who will take the appropriate advice from People services.

4.42 Other complaints and concerns should follow the Complaints and Concerns Policy.

5.0 TRAINING/COMPETENCE REQUIREMENTS

5.1 This policy requires a competent workforce that has a range of knowledge and skills in relation to tobacco dependence relevant to their role and professional training. The Trust will provide a training pathway to enable clinical teams to provide a safe and appropriate skill mix to meet the tobacco dependence needs of their service users.

5.2 Staff appraisals and personal development plans should reflect their training needs to deliver tobacco dependence treatment to service users.

5.3 The Trust has a wide range of service provision and environments, and so it will be locally determined which groups of staff in different environments will be required to undertake Very Brief Advice and Referral (VBA) training to enhance skills in engaging and referring smokers to stop smoking services. Key staff will receive enhanced training to support Stop Smoking Advisors to deliver an in-house stop smoking service where appropriate.

5.4 Registered nursing staff will be trained for the administration of NRT without medical advice as per the Nicotine Replacement Therapy for management of temporary nicotine withdrawal

6.0 MONITORING

6.1 Local procedures in place to eliminate, reduce or control risks from smokefree approaches, must be regularly monitored and recorded to ensure they are being followed and remain workable, including the provision of suitable and sufficient staff training.

6.2 The policy will be monitored and reviewed by the Smoke Free Lead. Individual members of staff are encouraged to take any questions, complaints or concerns about the policy to their Line Manager in the first instance who will take the appropriate advice from People services or the Health and Safety Manager.

6.3 Reporting trends of smoking related incidents will be monitored through Trust governance processes on an ongoing basis. Any reports and action plans generated will be shared with the appropriate Board Committee who will then monitor the implementation and outcome of identified actions.

6.4 Serious Untoward Incidents and RIDDOR reportable incidents will be subject to the audit by the Health and Safety Manager.

6.5 The Policy will be subject to audit processes and review

7.0 GUIDANCE

The following guidance documents are available on the Trust website:

Letter to all staff

Guidance 1 Smokefree care pathway for community outpatients

Guidance 2 Smokefree care pathway for inpatients

Guidance 3 Treatment pathway for patients who would like to stop smoking or would like help to manage nicotine withdrawal and cravings

Guidance 4 Treatment pathway for patients who decline help to stop smoking or manage withdrawal / cravings

Guidance 5 Treatment pathway for patients who are currently using an e-cigarette and wish to continue to do so, and for patients who choose to use an approved e-cigarette to support abstinence from tobacco smoking

Guidance 6 Treatment pathway for intensive support from level 3 trained stop smoking advisor – support to stop smoking

Guidance 7 Guidelines for use of stop smoking medications for inpatients and general drug interactions with smoking

8.0 REFERENCES.

Cross reference to other procedural documents

- Guidelines for use of stop smoking medications for inpatients in community hospitals and mental health inpatient wards. (Medicines Management Group. April 2013)
- Health and Safety Policy
- Risk Management Policy and Procedure
- Untoward Event Reporting Policy and procedure
- Medicines Policy

NICE (2013) Public health guideline [PH48] Smoking: acute, maternity and mental health services

Mental Health Law Online (2008) Regina (G) v Nottinghamshire Healthcare NHS Trust EWHC 1096

[http://www.mentalhealthlaw.co.uk/R_\(G\)_v_Nottinghamshire_Healthcare_NHS_Trust_\(2008\)_EWHC_1096_\(Admin\)](http://www.mentalhealthlaw.co.uk/R_(G)_v_Nottinghamshire_Healthcare_NHS_Trust_(2008)_EWHC_1096_(Admin))

Health Act 2006. <https://www.legislation.gov.uk/ukpga/2006/28/contents>

Health and Safety at Work etc Act 1974 <http://www.hse.gov.uk/legislation/hswa.htm>

The Smoke-free(Premises and Enforcement) Regulations 2006
<http://www.legislation.gov.uk/uksi/2006/3368/contents/made>

Smokefree England factsheet Smokefree regulations – February 2007 update
http://www.smokefreeengland.co.uk/files/regulations_factsheet_final.pdf

PHE Vaping in England: an evidence update February 2019
<https://www.gov.uk/government/publications/vaping-in-england-an-evidence-update-february-2019>

PHE Use of e-cigarettes in public places and workplaces. Advice to inform evidence-based policy making July 2016
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/768952/PHE-advice-on-use-of-e-cigarettes-in-public-places-and-workplaces.PDF

Action on Smoking and Health (ASH) Fact sheet No. 12: Smoking and Mental Health August 2019
https://ash.org.uk/wp-content/uploads/2019/08/ASH-Factsheet_Mental-Health_v3-2019-27-August-1.pdf

9.0 DOCUMENT CONTROL

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Lead Owner	Chief Nurse		
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