



# Staff guide

**No smoking  
policy**



## This is a summary staff guide to our 'No Smoking Policy'.

As an employee of the NHS National Waiting Times Centre, we all have a responsibility to ensure this policy is effectively implemented across our site.

## Why do we have a no smoking policy?

The Smoking, Health and Social Care (Scotland) Act 2005 came into effect on March 26 2006, making it illegal to;

- smoke in or on any no smoking premises;
- knowingly permit others to smoke in or on no smoking premises;
- fail to display appropriate signage;
- not co-operate with enforcing officers.

Tobacco remains a major, preventable, cause of ill health and premature death in Scotland; the purpose of the Act is to protect workers, and the general public, from the harmful effects of passive smoking.

## What is our policy?

Smoking is not allowed on the grounds or in the premises of the

Golden Jubilee National Hospital, the Beardmore Hotel and Conference Centre or the Beardmore Centre for Health Science. This includes ECigarettes and Smokeless Cigarettes.

This means that smoking is not permitted in:

- all buildings, doorways and main entrances;
- the car park and grounds of our site;
- vehicles used for NHS business e.g. patient transport, lease cars and vans; and
- Beardmore Hotel Vehicles.

In line with our no smoking policy, staff are also not permitted to smoke while in uniform.

This policy applies everyone working for or with the National Waiting Times Centre, including;

- ALL employees, regardless of position or grade;
- contractors, students, voluntary staff and personnel with honorary contracts;
- all patients; which includes in patients, out patients and day patients;
- all visitors or people whose work, study or personal circumstances bring them into the National Waiting Times Centre.





## Responsibilities and support

As an employee of the National Waiting Times Centre, we all have responsibilities to ensure this policy is effectively implemented across the site.

### Employees:

- comply with the policy as part of your terms and conditions of your employment;
- provide full support to patients, visitors and colleagues.

### Managers/Supervisors:

- offer support to any member of staff who may wish to stop smoking;
- ensure that the policy is adhered to in your area of responsibility;
- handle any breaches of the policy in a thoughtful and considerate manner, as appropriate with the terms of our disciplinary policy.

### Human Resources:

- provide managers with any necessary support to apply the policy effectively;
- monitor any breaches of the policy.

### Staff side representatives:

- provide advice and support to their members, ensuring that the policy is applied appropriately.

### Occupational Health:

- provide advice and support for employees who wish to stop smoking.
- organise health promotion awareness days.

### Patients and visitors:

- adhere to the policy to protect themselves, staff and others from the effect of environmental tobacco smoke.

If an employee wishes to stop smoking, smoking cessation advice and support is available from the Occupational Health Department. Ward staff will be able to give patients information on how to access support on stopping smoking.

## Useful sources to help you stop smoking:

- **Occupational Health Department:** 0141 951 5436
- **Smokefree services:** 0141 201 4890
- **[www.nhsggcsmokefree.org.uk](http://www.nhsggcsmokefree.org.uk)**
- **Starting Fresh – Pharmacy support service.**
- **Smokeline:** 0800 84 84 84
- **[www.smokefree.nhs.uk](http://www.smokefree.nhs.uk)**

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