



**Golden Jubilee
Foundation**

Name	No Smoking Policy
Summary	The aim of this policy is to provide a smoke-free environment, for the benefit of all staff, patients, visitors and contractors.
Associated documents	
Target audience	All staff/patients/visitors and guests of the National Waiting Times Centre
Version number	0.2
PIN policy	Managing Health at Work
Date of this version	December 2013
Review date	December 2016
Date of full impact assessment	
Name of Board	National Waiting Times Centre
Approving committee/group	Health and Safety Committee Partnership Forum
Signature of Chief Executive	
Signature of Sponsoring Director	

Golden Jubilee Foundation Values Statement

What we do or deliver in our roles within the Golden Jubilee Foundation (GJF) is important, but the way we behave is equally important to our patients, customers, visitors and colleagues. We know this from feedback we get from patients and customers, for example in “thank you” letters and the complaints we receive.

Recognising this, the GJF have worked with a range of staff, patient representatives and managers to discuss and promote our shared values which help us all to deliver the highest quality care and service across the organisation. These values are closely linked to our responsibilities around Equality.



Our values state that we will:

- Take responsibility for doing our own job well
- Treat everyone we meet in the course of our work with dignity and respect
- Demonstrate through our actions our commitment to quality
- Communicate effectively, working with others as part of a team
- Display a “can do” attitude at every opportunity.

Our policies are intended to support the delivery of these values which support employee experience.

1.0 Introduction

- 1.1 The Golden Jubilee Foundation (GJF) is committed to providing a safe and healthy environment for all staff, patients and visitors. In line with this our No Smoking Policy has been developed to allow all who work or visit the organisation to do so in smoke free premises.
- 1.2 The Smoking, Health and Social Care (Scotland) Act 2005, was introduced to protect workers and the general public from the harmful effects of passive smoking.
- 1.3 Tobacco remains a major preventable cause of ill health and premature death in the UK accounting for more than 100,000 smoking related deaths each year. However the prevalence of smoking varies greatly across the population, acknowledged by a range of studies, for example:
 - In Scotland 24% of the population smoke
 - Smoking rates are markedly higher among poorer people
 - In 2011 13% of adults in managerial and professional occupations smoked compared with 28% in routine and manual occupations (ASH Scotland 2013)
 - Smoking costs the NHS between £1.4bn and £1.7bn a year according to the most recent research.

2.0 Aim

The aim of this policy is to provide a smoke-free environment, for the benefit of all staff, patients, visitors and contractors.

The development and implementation of this smoking policy will contribute to the health, safety and welfare of staff.

These are fundamental to the GJF's desire to be a responsible employer that promotes health improvement.

3.0 Rationale

- 3.1 No patient, visitor or staff member should be exposed to tobacco smoke against their will.
- 3.2 Smokers themselves are not the problem. Rather it is the effects of tobacco smoke on users or others exposed to it.
- 3.3 Smokers who want to stop will be offered smoking cessation advice and support. Patients experiencing withdrawal symptoms will be treated in a supportive manner.

4.0 Accountability

4.1 Overall accountability for policy implementation and review rests with:

Name: Jill Young
Position: Chief Executive

4.2 Responsibility will be delegated to a Lead for policy and Work stream

Name: David Miller
Positions: Interim Director of Human Resources

4.3 Daily operational responsibility will be discharged through the GJF management structure

5.0 Policy

5.1 Smoking is not allowed in the premises or in the grounds of Golden Jubilee Foundation which incorporates the Golden Jubilee National Hospital, the Golden Jubilee Conference Hotel and Golden Jubilee Research Centre.

5.2

This includes:

- All buildings e.g. offices, hospitals, health centres, cabins including doorways and main entrances.
- Vehicles used for NHS business e.g. patient transport, lease cars and vans.
- All buildings e.g. bedrooms, dining areas, bar, offices, reception areas, including doorways and main entrances.
- Golden Jubilee Hotel Vehicles.

This policy applies equally to:

- All GJF employees regardless of position or grade. Contractors, students, voluntary staff and personnel with honorary contracts
- All patients, including out-patients, day patients and in patients
- All visitors or people whose work, study or personal circumstances bring them into the GJF

5.3 NHS staff and wider NHS family

5.3.1 Staff

- Staff must not smoke when on GJF property.
- Ecigarettes/smokeless cigarettes will be prohibited under this policy
- Staff who smoke in uniform should be aware that this action compromises the health improvement message for NHSScotland and is therefore prohibited.
- Staff information leaflets explaining the policy and providing advice on where to source smoking cessation support are available from Human Resources/ Departmental Managers and the Occupational Health Department
- All prospective job applicants will be informed about the no smoking policy within their job application pack.

- New staff will receive information about the policy at their induction.

5.3.2 Patients

- Patients will be unable to smoke within GJF premises and grounds.
- All patients will be advised about the No Smoking Policy prior to and during their stay.
- Patients suffering severe nicotine withdrawal symptoms will be treated in a supportive manner.
- To protect staff that visit clients in their own homes, clients and their families will be requested not to smoke for the duration of the visit. If the visit is planned patients will also be asked to refrain from smoking prior to the staff member arriving.

5.3.3. Visitors and guests

- Visitors and guests(including hotel guests) will be unable to smoke within GJF premises

5.4 Breaches of Policy

5.4.1 Staff

- If a member of staff breaches the No Smoking Policy they may be subject to disciplinary action
- Line Managers will be made aware of their responsibility and authority in implementing this policy.
- Staff can also be referred by their manager or self refer to occupational health for advice and support on stopping smoking

5.4.2 Patients

- If a patient repeatedly breaches the No Smoking Policy, this will be managed in line with the appropriate organisational policy and procedure therefore reducing the danger caused by tobacco smoke to staff and other patients.
- GJF staff will be provided with resources, support and guidance in dealing with breaches of the No Smoking Policy by patients.

5.4.3 Visitors and Guests

- Information will be made available to visitors explaining the policy and providing advice on cessation support.
- If a visitor repeatedly breaches the No Smoking Policy, they will be asked to leave the premises.
- If assistance is required Security will be called in the first instance and thereafter, if required, the police.

6.0 Legal Requirements

6.1 The Smoking, Health and Social Care (Scotland) Act 2005 came into effect on March 26th 2006. The Act creates four offences:

- It is an offence to smoke in no smoking premises.

- It is an offence to permit others to smoke in no smoking premises.
- It is an offence not to display appropriate signage.
- It is an offence not to co-operate with the Enforcing Officers.

6.2 West Dunbartonshire Council enforcing officers can prosecute anyone that does not comply with the Act.

6.3 Fixed penalty notices may also be issued:

- Those in control of no-smoking premises could be liable for a fixed penalty fine of £200 if they do not take reasonable action to prevent someone from smoking on the premises, or if they do not provide adequate No Smoking signs
- Individuals who smoke in no-smoking premises will be liable to a fixed penalty fine of £50

In addition, within workplaces, employers have a duty under section 2(1) of the Health and Safety At Work Act, 1974, and the Health and Safety of Pregnant Workers directive(92/85/EEC) to ensure, so far as is reasonably practicably, the health, safety and welfare at work of all their employees.

7.0 Non Promotion of Tobacco

7.1 In line with the GJF obligation for active discouragement of tobacco use, tobacco products will not be sold, advertised or otherwise promoted on the premises.

8.0 Monitoring and Review

8.1 This policy is intended to benefit all staff, patients, guests and visitors therefore all staff are responsible for its continued implementation.

- Information on the policy will be made available in job application packs, during the staff induction process and on the website.
- Information on the policy will be made available to visitors and guests through the Departmental managers
- Overall responsibility for ensuring the policy is implemented, monitored and reviewed rests with the Chief Executive.
- Monitoring of adherence to the Board's policy and uptake of smoking cessation services will be carried out by the Occupational Health Department, Human Resources Department and the Health and Safety Committee.
- All monitoring information e.g. statistical information on breaches of policy from patient/staff will be reported to the Senior Management Team as part of an ongoing process.
- The No Smoking Policy has been effective since March 26th 2006. This amended policy will be effective immediately and will be reviewed three yearly or sooner if required due to changes in legislation and/or national or local guidance.

8.2 Any questions should be directed to Occupational Health/Human Resources.

8.3 Complaints or concerns about the policy should be directed to the Complaints Department.

9.0 Training

- 9.1 All staff will be made aware of their responsibility for complying with and supporting the No Smoking Policy.
- Awareness raising, guidance and support will be provided to staff. This will be carried out at induction /mandatory training days and team briefs
 - Managers will be provided with guidelines and training. This will be incorporated into the ongoing violence and aggression/managing conflict/ coaching conversations and effective communication and customer care courses which are run throughout the year by the GJF Learning and Development Department
 - Training on smoking cessation interventions in order to help patients and colleagues can be accessed by staff as part of their professional development.

10.0 Responsibilities

10.1 Employees

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

10.2 Managers and Supervisors:

- 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.
- To handle any breaches in a considered and thoughtful manner as appropriate within the terms of the disciplinary policy.

10.3 Human Resources Department

- To provide support and advice to managers to help them to apply the policy effectively.
- To monitor policy breaches, and to include a staff brief on the policy at induction.
- To assist in the provision of training through the Learning and Development Department.

10.4 Staff Side Representatives

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

10.5 Occupational Health Team

- To provide support and advice to those employees who wish to stop smoking. E.g. Health promotion, smoking awareness days, lifestyle screening, smoking cessation support and directing employees to the available resources and external support.

10.6 Estates Department.

- The Security Department will continue to monitor any breaches of the smoking policy in relation to staff/visitors/patients smoking within the organisations premises.

10.7 Patients and Visitors

- Should observe the policy to protect themselves, staff and others from the effects of environmental tobacco smoke.

11.0 Support for Smokers

Many smokers want to stop 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 cope with the restrictions imposed by this policy.

11.1 Staff

- Staff who smoke will be encouraged to seek support to stop.
- The local arrangements for accessing such support will be clearly publicised to staff through the usual organisational communications channels.

11.2 Patients

Coming into hospital presents many patients with an ideal opportunity to stop smoking. GJF is committed to providing practical help, support and advice to patients who wish to take advantage of this opportunity. This includes providing information and cessation support where appropriate and realistic.

- Wherever possible, patients' smoking status should be recorded in their case notes – at pre-assessment or admission
- Smokers should be offered information about stopping smoking.
- In terms of best practice, patients should be offered support pre and post admission and provided with information about the range of cessation support that is available.
- In-patients experiencing acute nicotine withdrawal will be treated in a supportive manner. This may include the prescribing of appropriate nicotine replacement therapy and / or medication subject to medical advice.
- Each ward, clinic and department should have access to up-to-date information on the health effects of smoking, cessation techniques and how to access cessation support.

11.3 Visitors

- Visitor information will include reference to the policy, emphasising the support smokers need when they are trying to stop smoking, and discouraging the supply of tobacco products to patient.

12.0 Sources of Help to Stop Smoking

12.1 **Occupational Health Department – Extension 5435/5436**

12.2 **Smokefree services** :0141 2014890
www.nhsggcsmokefree.org.uk

12.3 **Starting Fresh**
Web www.glasgowpharmacyhealthpromotion.scot.nhs.uk/starting_fresh

12.4 **Smokeline**
24 hours helpline 0800 84 84 84

12.5 **smokefree.nhs.uk**