



<b>DOCUMENT TYPE:</b> Policy		<b>UNIQUE IDENTIFIER:</b> TP-06	
<b>DOCUMENT TITLE:</b> Smoke Free Policy		<b>VERSION NUMBER:</b> 8	
<b>SCOPE:</b> All staff		<b>STATUS:</b> Ratified	
<b>CLASSIFICATION:</b> Organisational		<b>DEPARTMENT:</b> Nursing	
<b>AUTHOR:</b> Sarah Cullen	<b>JOB TITLE:</b> Deputy Nursing, Midwifery and AHP Director	<b>DIVISION:</b> Corporate	
<b>REPLACES:</b> Smoke-Free Policy v7.7		<b>HEAD OF DEPARTMENT:</b> Gail Naylor	
<b>VALIDATED BY:</b> NMAHP Board		<b>DATE:</b> 09 July 2019	
<b>RATIFIED BY:</b> Procedural Documents Ratification Group		<b>DATE:</b> 17 July 2019	
<b>(NOTE: Review dates may alter if any significant changes are made).</b>		<b>REVIEW DATE:</b> 31 July 2022	

<b>AMENDMENT HISTORY</b>				
<b>Version No.</b>	<b>Date of Issue</b>	<b>Page/Selection Changed</b>	<b>Description of Change</b>	<b>Review Date</b>

Does this document meet the requirements of the Equality Act 2010 in relation to Race, Religion and Belief, Age, Disability, Gender, Sexual Orientation, Gender Identity, Pregnancy & Maternity, Marriage and Civil Partnership, Carers, Human Rights and Social Economic Deprivation discrimination? Yes

Document for Public Display: Yes

Evidence reviewed by Library Services 05/07/2019

## APPENDIX 1

### ASK all patients > 12 years

Do you smoke?

Document smoking status on Quadramed. Referral to the stop smoking service is automatic unless the patient opts out.

### ADVISE all patients

The hospital site is smoke-free. Smoking is not permitted anywhere in the grounds or buildings. The most successful way to stop smoking is with a combination of medication and specialist support, and both of these are available free on the NHS.

### ACT

Prescribe Nicotine Replacement Therapy for management of nicotine withdrawal and offer referral to the local Stop Smoking Service

Accepts

Declines

- ✓ Give brief encouragement and support.
- ✓ Refer to the QUIT SQUAD (local Stop Smoking Service) either via Quadramed or Tel: 0800 328 6297
- ✓ Discuss NRT with the patient and medical team and prescribe if appropriate.
- ✓ Explain the risks and benefits of NRT.
- ✓ Record in notes / Quadramed\*
- ✓ Give appropriate written resources to support quit attempt:

*"It's so much easier since I quit"*

*Smokefree booklet*

*"Quit Squad" service card*

*"What you can expect from your local Stop Smoking Service" booklet*

**Written resources are available to order free of charge from the QUIT SQUAD  
Tel. 0800 328 6297**

Encourage use of NRT to manage nicotine withdrawal whilst in hospital. Offer Stop Smoking Service card for future use. Record in notes / Quadramed\*.

*\* Maternity patients smoking history is recorded on the MUMS system*

Lancashire Teaching Hospitals NHS Foundation Trust		ID No. TP-06
Version No: 8	Next Review Date: 31/07/2022	Title: Smoke Free Policy
<a href="#">Do you have the up to date version? See the intranet for the latest version</a>		

# CONTENTS

		Page
1	<b>SUMMARY</b>	<b>4</b>
2	<b>PURPOSE</b>	<b>4</b>
3	<b>SCOPE</b>	<b>5</b>
4	<b>KEY PRINCIPLES</b>	<b>5</b>
5	<b>OBJECTIVES</b>	<b>5</b>
6	<b>RATIONALE</b>	<b>6</b>
7	<b>RESPONSIBILITIES OF EMPLOYEES</b>	<b>6</b>
8	<b>RESPONSIBILITIES OF MANAGERS</b>	<b>7</b>
9	<b>ASSISTING PATIENTS</b>	<b>8</b>
10	<b>ASSISTING VISITORS</b>	<b>9</b>
11	<b>PROMOTION AND ADVERTISING OF TOBACCO PRODUCTS</b>	<b>9</b>
12	<b>THE ROLE OF OCCUPATIONAL HEALTH</b>	<b>9</b>
13	<b>AUDIT AND MONITORING</b>	<b>9</b>
14	<b>TRAINING</b>	<b>10</b>
15	<b>DOCUMENT INFORMATION</b>	
	Attachments	<b>10</b>
	Other relevant/associated documents	<b>11</b>
	Supporting references/evidence based documents	<b>11</b>
	Definitions/Glossary of Terms	<b>13</b>
	Consultation	<b>13</b>
	Distribution Plan	<b>13</b>
<b>APPENDICES</b>		
Appendix 1	Flowchart for Ask, Advise, Act	<b>2</b>
Appendix 2	Staff Attending On-Site Smoking Cessation Appointments	<b>14</b>
Appendix 3	Smoke-Free Help, Information and Advice Notice	<b>16</b>
Appendix 4	Equality, Diversity & Inclusion Impact Assessment Tool	<b>17</b>

Lancashire Teaching Hospitals NHS Foundation Trust		ID No. TP-06
Version No: 8	Next Review Date: 31/07/2022	Title: Smoke Free Policy
<a href="#">Do you have the up to date version? See the intranet for the latest version</a>		

## 1. SUMMARY

The Health Act (2006) Regulations for Smoke Free Premises and Vehicles banned smoking in all enclosed and partially enclosed public premises (including the NHS). This legislation is enforced by local councils and carries financial penalties for non-compliance. The three types of offence are:

- Failure to display appropriate no-smoking signage (organisational penalty).
- Failing to prevent smoking in a smoke free place (organisational penalty).
- Smoking in a smoke free place (individual penalty).

In November 2013 NICE Guidance PH48 recommended that all NHS hospitals should set out a clear timeframe to establish smoke-free grounds and remove all shelters and designated outdoor smoking areas.

A report by the British Thoracic Society (December 2016) found that:

- Over a quarter (27%) of hospital patients were not even asked if they smoke.
- Almost three quarters (72%) of those who smoked were not asked if they wanted to stop smoking.
- Provision of Nicotine Replacement Therapies in hospitals was poor.

## 2. PURPOSE

The purpose of this policy is to assist the organisation to achieve and maintain a completely smoke-free environment for the benefit of all patients, staff and visitors. Smoke-free means that smoking is not allowed in any area of the hospital Trust, including buildings, doorways, grounds and car parks. This includes smoking within vehicles.

### \*E-Cigarettes

Staff should not recommend the use of electronic cigarettes (e-cigarettes). As health professionals we can only recommended the use of evidenced-based strategies to support patients in remaining smoke-free. Currently the e-cigarette is not regulated as a nicotine replacement therapy and is not recommended by NICE.

The use of e-cigarettes and vapourisers may undermine smoking prevention and cessation as there use is likely to reinforce the normality of the smoking behaviour.

The use of E-cigarettes and vapourisers are therefore not permitted in the grounds or in the buildings throughout the Trust.

Lancashire Teaching Hospitals NHS Foundation Trust		ID No. TP-06
Version No: 8	Next Review Date: 31/07/2022	Title: Smoke Free Policy
<a href="#">Do you have the up to date version? See the intranet for the latest version</a>		

### 3. SCOPE

This policy applies to all staff.

### 4. KEY PRINCIPLES

All Trust buildings and grounds will be designated as smoke free.

The promotion of physical and emotional wellbeing of patients, staff and visitors is the foundation on which the policy operates.

Addiction to nicotine will be identified promptly and managed in a supportive, evidence based manner.

Staff who wish to smoke can do so in their own time (unpaid breaks), off-site and must not be identifiable as a Trust employee. No smoking is permitted on the hospital premises, including within vehicles parked on Trust property or whilst wearing uniform.

### 5. OBJECTIVES

To reduce the risk of secondary smoke affecting patients, staff and visitors.

To provide an environment that informs, encourages and enables everyone to meet with the policy aims whilst on Trust premises.

To inform patients of the policy prior to any planned hospital admission.

To manage nicotine addiction in a timely and positive way through the offer of Nicotine Replacement Therapy (NRT) to all patients who smoke and for whom it is appropriate.

To motivate and support smokers including staff who wish to stop smoking by providing smoking cessation advice without cost to the individual and through the promotion of national no smoking campaigns.

To challenge anyone smoking on site and issue a Smoke-Free Health and Advice notice (see [appendix 3](#)).

To continue to ban the sale and advertising of tobacco products on Trust property.

Lancashire Teaching Hospitals NHS Foundation Trust		ID No. TP-06
Version No: 8	Next Review Date: 31/07/2022	Title: Smoke Free Policy
<a href="#">Do you have the up to date version? See the intranet for the latest version</a>		

## 6. RATIONALE

Stopping smoking at any time has considerable health benefits for people who smoke, and for those around them. For people using secondary care services, there are additional advantages, including shorter hospital stays, lower drug doses, fewer complications, higher survival rates, better wound healing, decreased infections, and fewer re-admissions after surgery (NICE 2013).

Secondary care providers have a duty of care to protect the health of, and promote healthy behaviour among, people who use, or work in, their services. This duty of care includes providing them with effective support to stop smoking or to abstain from smoking while using or working in secondary care services (NICE 2013).

Across Cumbria and Lancashire (including Preston and Chorley) the rate of smoking attributable hospital admissions and smoking attributable mortality is significantly higher than for England as a whole (PHE 2016).

The Office for National Statistics reported that 58.4% of people aged 16 years and above who currently smoked said they wanted to quit (2018).

The use of Nicotine Replacement Therapy and specialist support is the most effective way to quit. (West 2012)

The Scientific Committee on Tobacco and Health (SCoTH) reported that passive smoking (breathing the smoke from other people's cigarettes) causes lung cancer and that long term exposure increases the risk by 20 – 30%. Additionally the World Health Organisation's International Agency for Research on Cancer<sup>8</sup> has classified second-hand smoke as a carcinogen.

## 7. RESPONSIBILITIES OF ALL EMPLOYEES

Under the Health and Safety at Work Act 1974, employees have duties:

*To take reasonable care for the health and safety of themselves and others; and  
To co-operate with the employer as far as is necessary to enable the employer to comply with the requirements of the health and safety at Work Act.*

Staff who wish to give up smoking will be supported by their line manager and offered a referral to the Stop Smoking Service.

All prospective and new employees of the Trust will be informed that we are a smoke free organisation during the recruitment process and during induction.

Lancashire Teaching Hospitals NHS Foundation Trust		ID No. TP-06
Version No: 8	Next Review Date: 31/07/2022	Title: Smoke Free Policy
<a href="#">Do you have the up to date version? See the intranet for the latest version</a>		

Employees must not smoke on duty, in uniform, wearing a Trust ID badge or in Trust buildings or within vehicles on Trust premises under any circumstances.

Employees are expected to present themselves as promoting good health and should avoid situations where they may be seen as encouraging the use of tobacco.

Voluntary workers, students and contractors working on site are also subject to these conditions and will be notified prior to employment and/or commencement of duties.

Staff will be able to provide information to colleagues and patients by using the Flow Chart ([appendix 1](#)) and the Referral Pathways to the Stop Smoking Services.

The Trust is committed to helping staff who wish to stop smoking. Negotiated time off work without loss of pay will be available to attend approved internal on-site smoking cessation appointments (see [appendix 2](#)). This can be arranged by contacting the local Stop Smoking Service (Quit Squad).

An employee who refuses to comply with the Smoking Policy will be counselled by their line manager. Where failure to comply with the policy continues then they will be deemed to be in breach of the Trusts general Disciplinary rule 2.4, namely:

*“Failure to observe health and safety instructions (including fire safety) for example, smoking in unauthorised areas, disobeying safety rules/ instructions etc.”*

The disciplinary procedure will be invoked and a formal investigation will be carried out.

## **8. RESPONSIBILITY FOR IMPLEMENTATION – MANAGERS**

Implementation of this policy is the responsibility of all staff. Service/departmental managers (or deputies in their absence) will be accountable for implementation in their respective areas. The Health Act (2006) determines that:

“If an offence is committed by a corporate body is proved –

- (a) To have been committed with the consent or connivance of an officer, or
- (b) To be attributable to any neglect on his/her part, the officer as well as the body corporate is guilty of the offence and liable to be proceeded against and punished accordingly. (Health Act 2006 chapter 28)

In addition,

Lancashire Teaching Hospitals NHS Foundation Trust		ID No. TP-06
Version No: 8	Next Review Date: 31/07/2022	Title: Smoke Free Policy
<a href="#">Do you have the up to date version? See the intranet for the latest version</a>		

“It is the duty of any person who is involved in the management of maintaining smoke free premises to challenge persons found smoking on those premises”.

The above references clarify the duties of all employees within the management chain and make it clear that a failure to enforce the regulations may well result in a prosecution not only of the Trust but of the manager concerned as well.

It is the responsibility of the line manager to provide support for all staff. The manager will:

- Act as a positive role model
- Ensure that all their staff are aware of the policy
- Provide information to staff about help available to give up smoking.
- Discuss any problems with staff to help find a solution

If a staff member does not comply, the issues will be referred for consideration under the Trust’s general disciplinary rule 2.4.

## 9. ASSISTING PATIENTS

Coming into hospital presents many patients with an ideal opportunity to stop smoking. The Trust is committed to providing practical help, support and advice to patients who wish to take advantage of this opportunity. Information on the Smoking Policy will be provided in advance of all planned hospital appointments and admissions and will also be available on the Internet site.

Patients who smoke are addicted to nicotine and may start to experience symptoms of withdrawal within 30 minutes of their last cigarette (ASH 2016). Assessment of smoking status and provision of immediate Nicotine Replacement Therapy is a priority.

Patients (over the age of 12 years) may be offered a restricted range of NRT’s. This will be at the discretion of the consultant in charge of their care and in accordance with NICE Guidance.

All patients should be advised of the possible effects of smoking on their treatment or condition.

Any member of staff that observes a patient smoking should approach the patient and advise them that smoke free help and support information is available at the volunteer desk located at the main entrance on the RPH site and the volunteer ATC

Lancashire Teaching Hospitals NHS Foundation Trust		ID No. TP-06
Version No: 8	Next Review Date: 31/07/2022	Title: Smoke Free Policy
<a href="#">Do you have the up to date version? See the intranet for the latest version</a>		



desk on the CDH site. This information details the help and support available and request that they don't smoke on site (see [appendix 3](#)). Incidents reported via Datix may be referred to departmental manager.

## 10. VISITORS

Visitors must not smoke within the hospital site including grounds.

Staff who observe a visitor smoking should approach them and give them a smoke-free help and advice notice detailing the help and support available and request that they don't smoke on site.

## 11. ADVERTISING / PROMOTION OF TOBACCO PRODUCTS

The advertising of tobacco products on Trust premises is strictly forbidden.

The sponsorship of any hospital services or equipment by tobacco companies or their subsidiaries is strictly prohibited.

## 12. THE ROLE OF OCCUPATIONAL HEALTH

The Occupational Health department will be able to give advice to staff who wish to give up smoking and refer to the local Stop Smoking Service.

## 13. AUDITING AND MONITORING OF THE POLICY

All staff have a responsibility for implementing and monitoring the policy and Estates and Facilities staff have additional responsibilities for visual monitoring of the Trust premises.

Facilities and Services will also be responsible for ensuring prominent, visible signage at all entrances and in all vehicles in accordance with the Health Act (2006) regulations for smoke free premises and vehicles.

Monitoring of the effectiveness of the Smoking Policy is undertaken by the recording and analysis of a number of data sources:

- Datix Reports
- Pharmacy Reports(NRT usage)
- Trust Customer services
- Patient Advice Liaison Service(PALS)

Lancashire Teaching Hospitals NHS Foundation Trust		ID No. TP-06
Version No: 8	Next Review Date: 31/07/2022	Title: Smoke Free Policy
<a href="#">Do you have the up to date version? See the intranet for the latest version</a>		

Aspect of compliance or effectiveness being monitored	Monitoring method	Individual responsible for the monitoring	Frequency of the monitoring activity	Group / committee which will receive the findings / monitoring report and act on findings.	Group / committee / individual responsible for ensuring that the actions are completed
Risky lifestyle CQUIN measures related to screening and brief interventions.	CQUIN reports	David Howarth	Quarterly	Finance and Performance Committee	David Howarth, Deputy Chief Pharmacist.

## 14. TRAINING

<b>TRAINING</b>		
Is training required to be given due to the introduction of this policy? Yes		
Action by	Action required	Implementation Date
In-service and continuing education programmes	To include and address the health risks of smoking and the role of NHS staff as health educators	Ongoing
Trust induction programme	To refer to the No-Smoking Policy and the Health and Safety rationale. Issues covered should include, awareness of illicit smoking, and individual responsibilities regarding the adherence to all Trust policies.	Ongoing – monthly Trust induction programmes
Fire lectures	To refer to the No-Smoking Policy and the fire safety implications of the Smoking policy. Issues covered should include, awareness of illicit smoking, and individual responsibilities regarding the adherence to all Trust policies.	Ongoing
Alcohol and tobacco e-learning package	To enable staff to fulfil their obligations under the No-Smoking Policy	Ongoing

## 15. DOCUMENT INFORMATION

<b>ATTACHMENTS</b>	
Appendix Number	Title
Appendix 1	Flowchart for ask, advise and act
Appendix 2	Staff attending on-site smoking cessation appointments
Appendix 3	Smoke-free help, information and advice notice
Appendix 4	Equality, Diversity & Inclusion Impact Assessment Form

Lancashire Teaching Hospitals NHS Foundation Trust		ID No. TP-06
Version No: 8	Next Review Date: 31/07/2022	Title: Smoke Free Policy
<a href="#">Do you have the up to date version? See the intranet for the latest version</a>		

**OTHER RELEVANT / ASSOCIATED DOCUMENTS**

Unique Identifier	Title and web links from the document library
HRP-13	Disciplinary policy & procedure. <a href="http://lthtr-documents/current/P234.pdf">http://lthtr-documents/current/P234.pdf</a>

**SUPPORTING REFERENCES / EVIDENCE BASED DOCUMENTS**

**References in full**

Checked by library ET 05/07/2019

Number	References
1	ASH Action for Smoking and Health (2016) Joint briefing – managing nicotine withdrawal in police custody. Available from: <a href="http://ash.org.uk/download/joint-briefing-managing-nicotine-withdrawal-in-police-custody/">http://ash.org.uk/download/joint-briefing-managing-nicotine-withdrawal-in-police-custody/</a> [accessed 05.07.2019]
2	British Thoracic Society (2016) Smoking Cessation Audit report. Smoking Cessation Policy and Practice in NHS Hospitals. Available from: <a href="https://www.brit-thoracic.org.uk/document-library/quality-improvement/audit-reports/smoking-cessation-2016/">https://www.brit-thoracic.org.uk/document-library/quality-improvement/audit-reports/smoking-cessation-2016/</a> [Accessed 05.07.2019]
3	Department of Health (2004) Choosing Health; Making Healthier Choices Easier. London; DH. Available from: <a href="https://webarchive.nationalarchives.gov.uk/+http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4094550">https://webarchive.nationalarchives.gov.uk/+http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4094550</a> [Accessed 05.07.2019]
4	Department of Health (2011) Healthy Lives; Healthy People: A Tobacco Control Plan for England. London DH. Available from: <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/213757/dh_124960.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/213757/dh_124960.pdf</a> [Accessed 05.07.2019]
5	Department of Health (1998) Statistics on Smoking: England 1976 – 1996. Bulletin 1998/25. DoH. Available from: <a href="https://webarchive.nationalarchives.gov.uk/+http://www.dh.gov.uk/en/Publicationsandstatistics/Statistics/StatisticalWorkAreas/Statisticalpublichealth/DH_4015491">https://webarchive.nationalarchives.gov.uk/+http://www.dh.gov.uk/en/Publicationsandstatistics/Statistics/StatisticalWorkAreas/Statisticalpublichealth/DH_4015491</a> [Accessed 05.07.2019]
6	Health Development Agency (2005) Guidance for Smokefree Hospital Trusts. Available from: <a href="https://www.webarchive.org.uk/wayback/archive/20140616174259mp_/http://nice.org.uk/nicemedia/documents/smokefree_guidance.pdf">https://www.webarchive.org.uk/wayback/archive/20140616174259mp_/http://nice.org.uk/nicemedia/documents/smokefree_guidance.pdf</a> [Accessed 05.07.2019]
7	National Institute for Health and Clinical Excellence (2018) Stop Smoking Interventions and Services. Available from <a href="https://www.nice.org.uk/guidance/ng92">https://www.nice.org.uk/guidance/ng92</a> [Accessed 05.07.2019]
8	National Institute for Health and Care Excellence (June 2013) Public Health Guideline 45. Smoking: harm reduction. Available from: <a href="https://www.nice.org.uk/guidance/ph45">https://www.nice.org.uk/guidance/ph45</a> [Accessed 05.07.2019]

Lancashire Teaching Hospitals NHS Foundation Trust		ID No. TP-06
Version No: 8	Next Review Date: 31/07/2022	Title: Smoke Free Policy
<a href="#">Do you have the up to date version? See the intranet for the latest version</a>		

9	Public Health England. Public Health Profiles (2016). Available from: <a href="http://fingertips.phe.org.uk/">http://fingertips.phe.org.uk/</a>
10	Hartmann-Boyce, J. et al (2018) Nicotine replacement therapy versus control for smoking cessation. <i>Cochrane Database of Systematic Reviews</i> , Issue 5. Art. No.: CD000146. DOI: 10.1002/14651858.CD000146.pub5. Available from: <a href="https://www.cochranelibrary.com/cdsr/doi/10.1002/14651858.CD000146.pub5/full">https://www.cochranelibrary.com/cdsr/doi/10.1002/14651858.CD000146.pub5/full</a>
11	The Health Act 2006 (c.28) Part 1 Smoke-free premises, places and vehicles. Available from: <a href="http://www.legislation.gov.uk/ukpga/2006/28/pdfs/ukpga_20060028_en.pdf">http://www.legislation.gov.uk/ukpga/2006/28/pdfs/ukpga_20060028_en.pdf</a> [Accessed 05.05.2019]
12	Report of the Scientific Committee on Tobacco and Health – (SCoTH 1998). The Stationary Office. London. Available from: <a href="https://www.gov.uk/government/publications/report-of-the-scientific-committee-on-tobacco-and-health">https://www.gov.uk/government/publications/report-of-the-scientific-committee-on-tobacco-and-health</a> [Accessed 05.07.2019]
13	West, R. (2012) Stop smoking services: increased chances of quitting. NCSCT Briefing #8. London; National Centre for Smoking Cessation and Training.
14	WHO (2002) International Agency for Research on Cancer. Volume 83. Tobacco Smoke and Involuntary Smoking. Available from: <a href="https://monographs.iarc.fr/wp-content/uploads/2018/06/mono83.pdf">https://monographs.iarc.fr/wp-content/uploads/2018/06/mono83.pdf</a> [Accessed 05.07.2019]
15	World Health Organisation (WHO 2002) The European Report on Tobacco Control Policy – Review of Implementation of the Third action Plan for a Tobacco free Europe 1997-2001. Available from: <a href="http://www.euro.who.int/_data/assets/pdf_file/0007/68065/E74573.pdf">http://www.euro.who.int/_data/assets/pdf_file/0007/68065/E74573.pdf</a> [Accessed 05.07.2019]
16	SPC for Nicorette invis 25 mg patch. Available at: <a href="https://www.medicines.org.uk/emc/medicine/21381">https://www.medicines.org.uk/emc/medicine/21381</a>
17	SPC for Nicorette® 15mg Inhalator. Available at: <a href="https://www.medicines.org.uk/emc/medicine/24853">https://www.medicines.org.uk/emc/medicine/24853</a>
18	SPC for Nicorette Cools 4 mg Lozenge. Available at: <a href="https://www.medicines.org.uk/emc/medicine/26492">https://www.medicines.org.uk/emc/medicine/26492</a>
19	National Institute for Health and Care Excellence (2013) Smoking: acute, maternity and mental health services. Available from: <a href="https://www.nice.org.uk/guidance/ph48">https://www.nice.org.uk/guidance/ph48</a>
20	Health and Safety at Work etc. Act 1974. Available from: <a href="https://www.legislation.gov.uk/ukpga/1974/37/contents">https://www.legislation.gov.uk/ukpga/1974/37/contents</a>
21	Office for National Statistics (2018) Adult smoking habits in the UK: 2018 <a href="https://www.ons.gov.uk/peoplepopulationandcommunity/healthandsocialcare/healthandlifeexpectancies/bulletins/adultsmokinghabitsingreatbritain/2018">https://www.ons.gov.uk/peoplepopulationandcommunity/healthandsocialcare/healthandlifeexpectancies/bulletins/adultsmokinghabitsingreatbritain/2018</a>
Bibliography	

Lancashire Teaching Hospitals NHS Foundation Trust		ID No. TP-06
Version No: 8	Next Review Date: 31/07/2022	Title: Smoke Free Policy
<a href="#">Do you have the up to date version? See the intranet for the latest version</a>		

**DEFINITIONS / GLOSSARY OF TERMS**

Abbreviation or Term	Definition

**CONSULTATION WITH STAFF AND PATIENTS**

Enter the names and job titles of staff and stakeholders that have contributed to the document

Name	Job Title	Date Consulted
Emma Dermody	HALS Lead	May 2019
Gareth Price	Chief Pharmacist	May 2019
Gary Fields	Smokefree Project Manager	June 2017
Board of Directors		May 2019
Governors Workshop	Quit Squad	May 2019
EPRR Team (Health and Safety Department including Fire Safety)	Stop Smoking Service (Former Chorley & South Ribble Primary Care Trust)	May 2019
Staff Side Organisations	JNCC	May 2019

**DISTRIBUTION PLAN**

Dissemination lead:	Sarah Cullen
Previous document already being used?	Yes
If yes, in what format and where?	Intranet
Proposed action to retrieve out-of-date copies of the document:	Archive existing and replace with updated version
<b>To be disseminated to:</b>	Trust wide
Document Library	
Proposed actions to communicate the document contents to staff:	Include in the LTHTR weekly Procedural documents communication– New documents uploaded to the Document Library

Lancashire Teaching Hospitals NHS Foundation Trust		ID No. TP-06
Version No: 8	Next Review Date: 31/07/2022	Title: Smoke Free Policy
<a href="#">Do you have the up to date version? See the intranet for the latest version</a>		

## APPENDIX 2

### **STAFF ATTENDING ON-SITE SMOKING CESSATION APPOINTMENTS**

- Any member of the public can access and use any NHS Stop Smoking Service free of charge. Staff can access the website <http://gosmokefree.nhs.uk> and enter their home postcode or alternatively ring the national free phone helpline 0800 169 0169 to find out what's available in their home area.
- If staff are unable to attend a service near their home, or if they would prefer to attend a service whilst at work the Trust is committed to assisting them with their attempt to stop smoking.

Staff will be supported by Lancashire Teaching Hospitals NHS Foundation Trust by allowing attendance at one of the on-site Stop Smoking Clinics provided by NHS Central Lancashire. Appointments with Quit Squad are available for staff - free and in confidence - on Tuesdays in the Education Centre at CDH, between 2pm and 4pm, and on Wednesdays, between 1pm and 4pm, in the Health and Wellbeing Centre (block F, by the lake) at RPH. Just call Quit Squad on 0800 328 6297 (free from mobiles or landlines) to book yourself an appointment.

- Attendance at one of these sessions can be arranged during working hours and without loss of pay.

**Please note:** It is acknowledged that the time and days of these sessions are subject to future change by NHS Central Lancashire and that future on-site provision cannot be guaranteed. For the most up to date information please view the Staff health and Wellbeing page on the Intranet.

- Employees will be permitted a maximum of 5 x thirty minute appointments per stop smoking attempt.
- If staff are unsuccessful with their attempt to quit smoking a period of 12 months must elapse before they can attend another on-site NHS Stop Smoking clinic during work time and without loss of pay.

**Please note:** this restriction applies only to time off without loss of pay. The Stop Smoking service will support staff for any number of quit attempts if staff are able to attend outside work time.

- A maximum of 3 stop smoking attempts will be supported by the Trust, with a maximum of 5 appointments per attempt (i.e. a maximum of 15 appointments over a 3 year period).
- Most of the clinics operate on a 1:1 appointment system. Staff would be required to make their appointments in advance by ringing NHS Central Lancashire Stop Smoking Service on the free phone number **0800 328 6297**. This may present problems for staff who are unable to predict their workloads in advance, however, staff should negotiate appointment times with their line managers and these should be permitted in all but exceptional circumstances.

Lancashire Teaching Hospitals NHS Foundation Trust		ID No. TP-06
Version No: 8	Next Review Date: 31/07/2022	Title: Smoke Free Policy
<a href="#">Do you have the up to date version? See the intranet for the latest version</a>		



## Smokefree

- creating a safer, healthier hospital
- protecting people from the harmful effects of second-hand smoke
- helping to keep the hospital entrances free from obstruction
- helping to cut down on litter

**Smokefree means nobody is allowed to smoke anywhere within the grounds or buildings of the hospital.**

If you are a patient please ask your nurse about help with stopping smoking whilst in hospital. We can supply you with nicotine replacement therapy to make it easier.

Freephone the Stop Smoking Service on 0800 328 6297 for support to quit.

**We need your support to make our hospital safer for everyone. Thank you.**



Lancashire Teaching Hospitals NHS Foundation Trust		ID No. TP-06
Version No: 8	Next Review Date: 31/07/2022	Title: Smoke Free Policy
<a href="#">Do you have the up to date version? See the intranet for the latest version</a>		

## Equality, Diversity & Inclusion Impact Assessment Form

<b>Department/Function</b>	Nursing			
<b>Lead Assessor</b>	Sarah Cullen			
<b>What is being assessed?</b>	Smoke Free Policy			
<b>Date of assessment</b>	01 July 2019			
<b>What groups have you consulted with? Include details of involvement in the Equality Impact Assessment process.</b>	Equality of Access to Health Group	<input type="checkbox"/>	Staff Side Colleagues	<input type="checkbox"/>
	Service Users	<input type="checkbox"/>	Staff Inclusion Network/s	<input type="checkbox"/>
	Personal Fair Diverse Champions	<input type="checkbox"/>	Other (Inc. external orgs)	<input type="checkbox"/>
	Please give details:			

### 1) What is the impact on the following equality groups?

1) What is the impact on the following equality groups?		
<b>Positive:</b>	<b>Negative:</b>	<b>Neutral:</b>
<ul style="list-style-type: none"> <li>➤ Advance Equality of opportunity</li> <li>➤ Foster good relations between different groups</li> <li>➤ Address explicit needs of Equality target groups</li> </ul>	<ul style="list-style-type: none"> <li>➤ Unlawful discrimination, harassment and victimisation</li> <li>➤ Failure to address explicit needs of Equality target groups</li> </ul>	<ul style="list-style-type: none"> <li>➤ It is quite acceptable for the assessment to come out as Neutral Impact.</li> <li>➤ Be sure you can justify this decision with clear reasons and evidence if you are challenged</li> </ul>
<b>Equality Groups</b>	<b>Impact</b> (Positive / Negative / Neutral)	<b>Comments:</b>
<b>Race</b> (All ethnic groups)	Positive	<ul style="list-style-type: none"> <li>➤ Provide brief description of the positive / negative impact identified benefits to the equality group.</li> <li>➤ Is any impact identified intended or legal?</li> </ul>
<b>Disability</b> (Including physical and mental impairments)	Positive	
<b>Sex</b>	Positive	
<b>Gender reassignment</b>	Positive	
<b>Religion or Belief</b> (includes non-belief)	Positive	
<b>Sexual orientation</b>	Positive	
<b>Age</b>	Positive	
<b>Marriage and Civil Partnership</b>	Positive	

Lancashire Teaching Hospitals NHS Foundation Trust		ID No. TP-06
Version No: 8	Next Review Date: 31/07/2022	Title: Smoke Free Policy
<a href="#">Do you have the up to date version? See the intranet for the latest version</a>		



<b>Pregnancy and maternity</b>	<b>Positive</b>	
<b>Other</b> (e.g. caring, human rights, social)	<b>Positive</b>	

2) In what ways does any impact identified contribute to or hinder promoting equality and diversity across the organisation?	N/A
--	-----

3) If your assessment identifies a negative impact on Equality Groups you must develop an action plan **to avoid discrimination and ensure opportunities for promoting equality diversity and inclusion are maximised.**

- This should include where it has been identified that further work will be undertaken to further explore the impact on equality groups
- This should be reviewed annually.

<b>ACTION PLAN SUMMARY</b>		
<b>Action</b>	<b>Lead</b>	<b>Timescale</b>

Lancashire Teaching Hospitals NHS Foundation Trust		ID No. TP-06
Version No: 8	Next Review Date: 31/07/2022	Title: Smoke Free Policy
<a href="#">Do you have the up to date version? See the intranet for the latest version</a>		

## HOW THE NHS CONSTITUTION APPLIES TO THIS DOCUMENT

<b>WHICH PRINCIPLES OF THE NHS CONSTITUTION APPLY?</b> <a href="#">Click here for guidance on Principles</a>	Tick those which apply	<b>WHICH STAFF PLEDGES OF THE NHS CONSTITUTION APPLY?</b> <a href="#">Click here for guidance on Pledges</a>	Tick those which apply
1. The NHS provides a comprehensive service, available to all. 2. Access to NHS services is based on clinical need, not an individual's ability to pay. 3. The NHS aspires to the highest standards of excellence and professionalism. 4. The patient will be at the heart of everything the NHS does. 5. The NHS works across organisational boundaries. 6. The NHS is committed to providing best value for taxpayers' money. 7. The NHS is accountable to the public, communities and patients that it serves.	✓ ✓ ✓ ✓ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. Provide a positive working environment for staff and to promote supportive, open cultures that help staff do their job to the best of their ability. 2. Provide all staff with clear roles and responsibilities and rewarding jobs for teams and individuals that make a difference to patients, their families and carers and communities. 3. Provide all staff with personal development, access to appropriate education and training for their jobs, and line management support to enable them to fulfil their potential. 4. Provide support and opportunities for staff to maintain their health, wellbeing and safety. 5. Engage staff in decisions that affect them and the services they provide, individually, through representative organisations and through local partnership working arrangements. All staff will be empowered to put forward ways to deliver better and safer services for patients and their families. 6. To have a process for staff to raise an internal grievance. 7. Encourage and support all staff in raising concerns at the earliest reasonable opportunity about safety, malpractice or wrongdoing at work, responding to and, where necessary, investigating the concerns raised and acting consistently with the Employment Rights Act 1996.	✓ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>WHICH AIMS OF THE TRUST APPLY?</b> <a href="#">Click here for Aims</a>	Tick those which apply ✓ ✓ <input type="checkbox"/>	<b>WHICH AMBITIONS OF THE TRUST APPLY?</b> <a href="#">Click here for Ambitions</a>	Tick those which apply ✓ ✓ <input type="checkbox"/> <input type="checkbox"/>

Lancashire Teaching Hospitals NHS Foundation Trust		ID No. TP-06
Version No: 8	Next Review Date: 31/07/2022	Title: Smoke Free Policy
<a href="#">Do you have the up to date version? See the intranet for the latest version</a>		