

SMOKEFREE POLICY

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KEY CHANGES FROM PREVIOUS VERSION	Previous Trust policies harmonised
AUTHORS:	and Nurse Consultant
CONSULTATION GROUPS:	Smokefree Policy Steering Group Operational Service Managers Trustwide Patients Experience Team Workforce, Development & Training Human Resource Occupational Health Facilities Clinical Governance & Quality Committee
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POLICY SUMMARY

Essex Partnership University NHS Trust (EPUT) is committed to providing a healthy and safe environment for all patients, residents, employees, visitors and contractors. In accordance with its legal obligations under the Health and Safety at Work Act 1974, The Health Act 2006, and accompanying regulations, NICE Quality Standard [QS82] March 2015 and the increasing evidence of ill-health, cancer and respiratory infections in those who share an environment with active smokers, the Trust has endorsed the following Policy to promote good health for its staff, users of its services, contractors and visitors to our sites.

'Patient' will be the terminology used throughout this document and will refer to a patient, resident or service user.

The Trust monitors the implementation of and compliance with this policy in the following ways;

Managers will take reasonable steps to ensure that adequate arrangements are in place to enable the policy to be fully implemented at ward, department and clinic level, ensuring that all staff, service users and visitors comply with the policy.

All employees have a duty to comply with the requirements of this policy.

An initial review of the implementation of this policy will be undertaken in the next 12 months then after every 2 years.

Services	Applicable	Comments
Trustwide	✓	
Essex MH&LD		
CHS		

The Director responsible for monitoring and reviewing this policy is the Executive Nurse

ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

SMOKEFREE POLICY

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ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

SMOKEFREE POLICY

1.0 INTRODUCTION

- 1.1 The NHS England Taskforce report has recommended that Public Health England (PHE) continues to support all in-patient units to be smokefree by 2018.
- 1.2 Therefore the Trust must be smokefree by April 2018. The purpose of this policy is to support staff achieve this position across Essex Partnership University NHS Foundation Trust (EPUT) premises.
- 1.3 Health promotion principles guide the development of this policy, however, a more comprehensive approach to individual's lifestyle and risky behaviour is set out in the Trust Physical Health guideline.
- 1.4 The Trust expects that staff will support patients in their attempts to give up smoking; however, in some cases this might include the use of e-cigarettes.
- 1.5 The Trust supports the use of e-cigarettes in designated areas on Trust sites
- 1.6 In-patients will be supplied with Nicotine Replacement Therapy, should this be their choice of method to support their attempt to stop smoking tobacco. The range of nicotine replacement therapy products that can be supplied is detailed in Section 17 of the Medicines Policy, and is updated regularly and accessed via the Trust InPut pages.

2.0 POLICY AND DEFINITIONS

- 2.0 The Trust does not allow staff, patients, visitors or contractors to smoke at any time in any of its work places, which includes all buildings and grounds owned or leased by the Trust. This also includes smoking in cars, whilst on Trust premises and whilst escorting detained patients to other hospitals or home leave.
- 2.1 For the purpose of this policy, smoking is defined as the inhalation of the smoke of burning tobacco or any other substance encased in cigarettes, pipes, and cigars.
- 2.2 Where this policy relates to 'staff' this includes those who are working as locums, bank, agency, trainees, volunteers or seconded staff on either temporary or permanent.
- 2.3 'Patient' will be the terminology used throughout this document and will refer to a patient, resident, client or service user.

3.0 DUTIES

3.1 The Trust Board

- a) Ensure that staff, patients, visitors and contractors are made aware of the smokefree policy.
- b) Provide resources to ensure effective implementation.
- c) Comply fully with the policy and provide suitable role models for staff and patients.
- d) Monitor compliance via the Trust incident reporting system.
- e) Ensure that all jobs advertised will state that Essex Partnership University NHS Foundation Trust is a smokefree Trust.
- f) Ensure that all Service Level Agreements with other organisations contain the following clause *'Essex Partnership University NHS Foundation Trust is a smoke free Trust. Smoking is banned in all Trust buildings, grounds and all Trust vehicles.'*

3.2. The Executive Nurse

- a) Will ensure that smoking cessation services are provided for all staff to access.
- b) When joining the Trust, occupational health staff will make new employees aware of the smoking cessation support services within the Trust.
- c) Screen all new recruits for smoking status and offer support to those who would like to stop.
- d) Support staff to have access to smoking cessation training.

3.3 Line Managers will ensure:

That there is safe and appropriate skill mix within teams to meet the tobacco dependence needs of patients (either to provide very brief advice or intensive behavioural support). Services that care for patients who have a higher prevalence of tobacco dependence, such as Addictions, Forensic, and Psychosis will require a much higher ratio of staff with specialist skills in order to meet the need for prompt nicotine replacement (NRT) and behavioural support.

- a) Full compliance with the policy and provide a suitable role model for staff and patients.
- b) That staff do not take smoking breaks during working hours.
- c) That no smoking signs are placed in the buildings and gardens where services are delivered.
- d) That welcome packs and promotional materials provided about the service describe the smoke free status.
- e) That all appointment letters and communications from the service communicate the smoke-free status in the service.

3.4 Clinical Staff working in In-patient and Community settings will utilise the principles of the ‘very brief advice’:

- a) Ask and record a patient’s smoking status at the earliest opportunity on admission and provide very brief advice to all smokers.
- b) Encourage and support patients to cease smoking as part of the clinical management plan for all patients who smoke. Staff must follow the guidance in the Trust Smoke Free Procedure on how to actively engage patients, their family and carers on the benefits of quitting. Support will also be available from other providers of local stop smoking service
- c) Act to ensure that where applicable patients are offered nicotine replacement that is approved by the Department of Health. For details of products that are available to be prescribed, staff must refer to the Trust lead pharmacist for relevant area for advice. Referral to local stop smoking services may also be appropriate.

4.0 PRINCIPLES

- 4.1 The policy is designed to contribute to the improvement of the health of the population of local communities by providing a smokefree environment while offering support to those who smoke and those who would like to stop.
- 4.2 No patient, visitor, contractor or staff member should be exposed to smoke against their will.
- 4.3 Staff, visitors and patients who wish to stop smoking will be offered support and signposting to smoking cessation services
- 4.4 Staff will endeavour to assist any patients, visitor, contractor who asks for help in smoking cessation either by providing a leaflet and/or other form of information that is approved by the Department of Health or directing the patient to an appropriate source of information or assistance.
- 4.5 Awareness raising, education and support will be key components of this policy.
- 4.6 This policy affects all employees whilst undertaking Trust business or representing the Trust in any way, including areas outside the Trust or in private or Trust leased/hired vehicle.

5.0 MONITORING OF IMPLEMENTATION AND COMPLIANCE

5.1 Monitoring:

- a) Managers will take reasonable steps to ensure that adequate arrangements are in place to enable the policy to be fully implemented at ward, department and clinic level, ensuring that all staff, patients and visitors comply with the policy.
- b) All employees have a duty to comply with the requirements of this policy.
- c) The Policy will be reviewed every 3 years.

5.2 Compliance:

- a) Managers have a duty to ensure this policy is enforced within their area of management responsibility.
- b) The Trust expects staff to act and to be seen as acting as role models to patients for smoking reduction/cessation. A failure to comply with this policy will be treated as misconduct and as such may lead to formal action in accordance with the Trust's Conduct and Capability Policy. It is expected that staff will be supported in the first instance to stop smoking. However, the Trust may take action under the Trust's Conduct and Capability policy and procedure against any member of staff who does not comply with the Smoke free policy.
- c) Patients or visitors who refuse to comply with this policy will be managed under the Trust's Zero Tolerance Policy and Procedure.
- d) All contracts with internal and/or external contractors will refer to strict smokefree agreements. The manager responsible for the employment of the contractor will be responsible for ensuring that this is adhered to.

6.0 POLICY REFERENCES / ASSOCIATED DOCUMENTATION

- Public Health England: Smokefree Mental Health Services in England – Implementation document for providers of mental health services March 2016. PHE publications gateway number: 2015754.
- Public Health England: Smoking cessation and mental health - a public health concern: National Programme Manager: [REDACTED]
- ASH (April 2013) ASH Factsheet: Smoking Statistics (see www.ash.org.uk)
- Brown, et al., (2010) '**Twenty-five year mortality of a community cohort with schizophrenia**', British Journal of Psychiatry 196: 116-121; Parks, et al., (2006) Morbidity and Mortality in People with Serious Mental Illness, 13th technical report, Alexandria, Virginia: National Association of state Mental Health Program Directors.
- Campion (undated) Public Health Review 7: **Integrated Physical and Mental Health DOH. (Dr Jonathan Campion, director for public mental health, consultant psychiatrist at South London and Maudsley NHS Foundation Trust, and contributor for the Royal College of Psychiatrists)**
- NICE (2004) **Smoking and Patients with Mental Health Problems** HDA, London.
- NICE Guidelines [PH48] November 2013: www.nice.org.uk/guidance/ph48
- NICE Quality Standard [QS82] March 2015.
- Centres for Disease Control and Prevention. **Smoking-Attributable Mortality, Years of Potential Life Lost, and Productivity Losses – US, 2000-2004.** (July 2012)

7.0 REFERENCE TO OTHER TRUST POLICIES/PROCEDURES

HR27A – Disciplinary (Conduct) Policy

CP22 – Criminal Behaviour in a Health Environment (Zero Tolerance) Policy

END