




## Smoke Free Policy

Policy Title:	<b>Smoke Free Policy</b>
Version:	V2
Approved by:	Spencer Casey, Business and Strategic Manager
Ratified by:	Spencer Casey, Business and Strategic Manager
Date ratified:	05/04/2023
Name of originator/author:	Kim Prowse, Surgical Manager
Review Frequency:	Every 3 years
Review Date:	April 2026
Signature (Hard Copy Only):	

### HISTORY

<b>Revisions: (Enter details of revisions below)</b>		
<b>Date:</b>	<b>Author:</b>	<b>Description:</b>
<i>January 15</i>	<i>V Allen</i>	<i>Reviewed</i>
<i>April 2017</i>	<i>D Way</i>	<i>New local Guidance</i>
<i>May 2019</i>	<i>D Way</i>	<i>Reviewed</i>
<i>April 2023</i>	<i>K Prowse</i>	<i>Reviewed</i>

<b>Distribution Methods:</b>	<i>On Clarity and placed on website</i>
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# Smoke Free Policy

## Summary of this policy

The document provides guidance for ensuring the Probus Surgical Centre remains a smoke free environment, with a focus on protecting both non-smokers and smokers from the danger of exposure to passive smoke and supporting individuals to stop smoking.

## Target Audience

All Probus Surgical Centre Staff, Service Users, Visitors and Contractors.

## Introduction

The Smoke-free (Premises and Enforcement) Regulations 2006 state that all enclosed premises and company vehicles are to be smoke free without exception. This applies to Probus Surgical Centre.

Tobacco smoke pollution is an unwanted and unnecessary hazard to public health. Smoking kills 120,000 people each year in the UK and is the biggest single cause of ill-health and premature death in the country. Thousands more suffer harm from diseases such as asthma, angina, nausea, headaches and other respiratory illnesses.

The harm caused by passive smoke is also well established. Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure. The public health white paper, *Choosing Health* (2004), has a clear commitment to a smoke free NHS.

Therefore, this policy is designed:

- to provide a healthy environment on Probus Surgical Centre's premises and grounds including:
- to support those who wish to stop smoking altogether;
- to contribute to the promotion of good health through the setting of a good example by the Centre and its staff for service users;
- to be mindful of the impact smoking has on the environment

## Scope

This policy applies to all employees of Probus Surgical Centre in all locations including Executive Directors, temporary employees, locums and contracted staff. It is also applicable to patients and visitors to the Surgical Centre.

## Legislation

**The Health and Safety at Work Act 1974: Working Environment** – places a specific duty on employers in relation to the working environment. The general duty in section 2(1) includes in particular, ‘...*the provision and maintenance of a working environment for employees that is, so as is reasonably practical, safe, without risk to health*’.

**Health Act 2006** – (the ‘smoke free’ law) introduced smoke free regulations that prohibited smoking in virtually all public places and workplaces from 1 July 2007 (and from 1 July 2008 in mental health units).

## Roles and Responsibilities

Probus Surgical Centre has overall responsibility to have processes in place to ensure that staff, service users, visitors and contractors are aware of this policy and comply with its requirements.

In addition, the Centre will work with its partner organisations so that Smoke free policies are implemented in a consistent manner across local health and social care services.

**Managers** - Line managers’ responsibilities include the following:

- Ensuring this policy is disseminated effectively to their teams and that teams comply with this.
- Ensuring that patients and visitors are also aware of the policy, and should take steps to educate their staff in how to respond to those (members of staff, patients and visitors) who do not comply with the Smoke Free Policy.
- Ensuring that staff are fully supported if they need to remind colleagues, service users and visitors that this is a smoke free Centre (whilst avoiding confrontation or putting themselves at risk). Line Managers should intervene in situations that become difficult for their members of staff to deal with.
- Ensuring that any staff wishing to quit smoking will be allowed access to an appropriate smoking cessation programme.

**Staff** - Staff responsibilities include the following:

- comply fully with this policy and provide a suitable role model for other staff, patients and visitors by complying with the policy.

## Smoke free environment

**Smoking is not permitted inside the buildings or the grounds of the Surgical Centre.** Staff and patients/visitors are not permitted to smoke in their vehicles whilst parked on site. When staff smoke off site, uniforms or scrubs must be completely covered by a coat so they cannot be identified as Surgical Centre staff and consideration given to the lasting effects of

smoke fumes when caring for patients. Scrubs are easily identifiable as uniform and should not be worn outside the Surgical Centre grounds in line with the Uniform and Dress Code Policy.

As a provider of health services Probus Surgical Centre will act responsibly in protecting people from passive smoking on its own premises and expects its staff to act as “ambassadors” for the Surgical Centre with regard to the implementation of this policy.

Staff should ascertain the smoking status of patients when they register for treatment so that any issues regarding smoking can be addressed as early as possible.

### **Support to Staff**

Where staff approach their Line Manager for support, staff who smoke will be offered referral to a specialist regarding smoking cessation.

### **Non-Compliance with this Policy**

If staff are found to have breached the Smoke Free Policy, in the first instance be dealt with in a supportive manner by their Line Managers who should:

- Bring the requirements of the policy to their attention
- Provide an opportunity to discuss the reasons why they did not comply with the policy
- Check that they have been offered support and access to smoking cessation advice.

Further breaches may be dealt with using the Surgical Centre’s formal disciplinary procedures

### **Non-compliance by other individuals on Probus Surgical Centre’s grounds, premises or Vehicles**

Individuals, other than staff (i.e. visitors, contractors or service users) who are seen to be breaching the Smoke Free Policy can be politely reminded/advised, where a member of staff feels safe to do so, that smoking is not allowed in or on any of the grounds, premises, property or vehicles. The information provided should be limited to and along the lines of ‘Can I make you aware that this is a smoke free premises within both the Surgical Centre and grounds.’ Alternatively, any incidents of smoking can be reported to the Line Manager.

Staff should not compromise their own safety to enforce this policy. A zero-tolerance approach will be applied to any patients or visitors who become abusive when reminded of the policy and action will be taken to protect staff. However, most smokers appreciate that smoking on NHS premises is inappropriate.

## **11. Vaping / Electronic Cigarettes (E-Cigarettes)**

E-cigarettes are battery-powered products that release a visible vapour that

contains liquid nicotine that is inhaled by the user. Currently, e-cigarettes fall outside the scope of smoke-free legislation. The BMA acknowledges that e-cigarettes may help some smokers to give up, and previously a lack of evidence on the health risks, quality control and regulation led to an interim position of prohibition. Recent reports however have amended this view and increasingly the health evidence points to the health benefits realised for smokers using e-cigarettes/vaping. Whilst not risk free, their use carries a fraction of the risk of smoking and there is no evidence of risk to bystanders.

Public Health England review in 2015 estimated that e Cigarettes are 95% safer than smoking tobacco <https://www.gov.uk/government/publications/ecigarettes-an-evidence-update>

In consideration of this advancing body of evidence Probus Surgical Centre wishes to support the utilisation of e-cigarettes/ vaping for staff that wish to use them as a method for quitting smoking tobacco.

It is however important that the use of an e-cigarette is appropriate to the work environment so as not to offend others, cause any personal distress or give an impression that the smoking of tobacco in Probus Surgical Centre premises is permitted. It is for this reason that the use of e-cigarettes within the buildings is not supported, however staff, contractors, visitors and patients who wish to use an e-cigarette as an alternative to smoking tobacco will be permitted to do so within the grounds. This may be subject to local protocols where it may be considered inappropriate to use an e-cigarette or vape.

It is also important to recognise that E-cigarettes are potentially a fire risk (although far less than smoking related material) and particular attentions needs to be directed to the charging of E Cigarette batteries. Connection of electrical appliances to Probus Surgical Centre's electrical system is prohibited. PAT testing of staff E Cigarettes will not be undertaken. Staff wishing to use E-Cigarettes during breaks must ensure that they charge their products at home.

### **Advice and Support**

Probus Surgical Centre will provide advice and support for staff and service users including:

- Details on local smoking cessation services and helpline numbers
- Support to staff from the Occupational Health Service via referral if appropriate.
- Providing self-help information and publications

### **Training and Communication**

Probus Surgical Centre's recruitment materials will contain information that the Centre is Smoke free. Staff will be briefed at local induction on the purposes and operation of the policy. Staff will also be given information on the available smoking cessation services available for staff and service users.

## Premises

Probus Surgical Centre provides signs on its premises to state that smoking is not permitted.

Fire risk assessments are carried out in all areas particularly where smoking is not permitted but might take place if staff or service users do not comply with the policy.

## 15. Monitoring

The Health and Safety lead will monitor and review health and safety and fire incidents regarding any use of smoked tobacco products or e-cigarettes. Site walk rounds and review of incidents via incident reporting will be conducted by the Health and Safety Lead.

## Policy Review

The policy contained within these documents will be in place for three years following approval of a review and amendments. An earlier review can take place should exceptional circumstances arise resulting from this policy; in whole or in part, being insufficient for the purpose and/or if there are legislative changes.

## 17. Associated Documents

- Choosing Health: Making Healthier Choices Easier (a public health white paper, 2004)
- The Health Act 2006
- The Health and Safety at Work Act 1974
- Working Time Regulations 1998 (and further amendments)

## 18. Supporting References

- [www.smokefreeengland.co.uk](http://www.smokefreeengland.co.uk) The 'Smoke Free England' website provides information about the legislation and provides guidance on how to maintain a smoke free England.
- NICE guidelines for smoking cessation in secondary care, acute, maternity & mental health (NICE, 2013)
- <https://www.gov.uk/government/publications/e-cigarettes-an-evidenceupdate>



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## Further Information on Accessing Smoking Cessation Advice and Support

- Stop Smoking Service Cornwall 01209 313419 [www.quit4cornwall.com](http://www.quit4cornwall.com)
- Hypnotherapy Directory [www.hypnotherapy-directory.org.uk/](http://www.hypnotherapy-directory.org.uk/)
- NHS Go Smokefree 0800 169 0169 [www.gosmokefree.co.uk;](http://www.gosmokefree.co.uk;)

- NHS Pregnancy Smoking Helpline **0800 169 9 1697**
- No Smoking Day [www.nosmokingday.org.uk](http://www.nosmokingday.org.uk)
- Quit Net – helping smokers quit [www.quitnet.com](http://www.quitnet.com)
- NiQuitin [www.niquitin.co.uk](http://www.niquitin.co.uk)
- Nicorette [www.nicorette.co.uk](http://www.nicorette.co.uk)
- Nicotinell [www.nicotinell.com](http://www.nicotinell.com)
  
- Access online [www.smokefree.nhs.uk](http://www.smokefree.nhs.uk) or call smokefree on 0300 1231044.
- Smokefree provides: - practical advice, help and tools (including Quit Apps) for giving up smoking, information on smoking and pregnancy and signposts to local NHS Stop Smoking Services
- <https://www.healthpromcornwall.org/projects/stop-smoking-service>