

TO: GLOUCESTERSHIRE PARTNERSHIP NHS TRUST BOARD

FROM: DIRECTOR OF SERVICE DEVELOPMENT

DATE: 9th JANUARY 2006

RE: SMOKE FREE WORKPLACE POLICY

1. INTRODUCTION

- 1.1 The NHS has a target for its premises to be smoke free by end of 2006.
- 1.2 The Trust Board committed itself as part of its LDP for 2005/6 to consider a policy and action plan in line with the Health Development Agency Guidelines on smoking and patients with mental health problems for implementation in 2005/6. The Gloucestershire Smoking Advisory Service has provided support to the Trust in the course of the past year to introduce staff training, stimulate the availability of Nicotine Replacement Therapy and provide policy advice.
- 1.3 The local health community has set a target of March 2006 for the implementation of a ban on smoking across all NHS premises in the county.
- 1.4 A county policy has been approved by Gloucestershire Hospitals NHS Foundation Trust and is being considered by the county's three PCTs. The county policy is **attached** for consideration by the Trust Board.

2. BACKGROUND

- 2.1 Health Development Agency guidance has noted that around 25% of the general population are smokers but this rises to 60-70% for mental health service users. This guidance outlined that Mental Health acute in patients should be assessed on a case by case basis as to their specific levels of need and this should be incorporated into their care plan.
- 2.2 The Trust's current policy allows that there may be risks in enforcing a smoking ban for some patients and that separate rooms should be provided for these patients and their relatives and friends who may find their distress increased if they are not permitted to smoke.
- 2.3 Consultation in 2005 on smoke free elements of the Health Improvement and Protection Bill offered the opportunity for "psychiatric hospitals and units" to be part of a list of dwelling and private spaces exempt from legislation on human rights grounds. This followed the example of legislation introduced in Scotland. It raises health and safety issues for staff. The English bill to form the Health Act 2006 currently contains a clause that would allow an "appropriate national authority" to enable such an exemption.

3. DISCUSSION

- 3.1 A smoke free premises policy is desirable from the perspective of staff health and the longer term physical well being of users of the Trust's services.

3.2 A number of issues have been raised about the proposed county wide policy and its implications for in patient services.

3.2.1 Risk

Paragraph 6.1 requires patients who wish to smoke to exit the site at their own risk. Paragraph 6.6 rules out the possibility of escorted leave for the purposes of enabling access to smoking areas. This is unlikely to prove acceptable for inpatients whose unescorted leave could pose a risk to self or others.

3.2.2 Detention

Paragraph 6 does not recognise the complications attendant upon the restriction of liberty that follows from detention under the mental health act.

3.2.3 Behaviour

Paragraph 9.4 assumes that aggression or abuse from patients or visitors will be unlikely and can be managed through use of a violence and aggression policy. The Director of Nursing has asked clinical teams to understand the inpatient / resident population who smoke, the numbers there might be and how a smoking ban can be managed. The Medical Director is pursuing an audit of the impact of a smoking ban on in-patients

3.2.4 Progress with training and smoking cessation initiatives

The Trust's Drugs and Therapeutics Committee is considering the provision of nicotine replacement to inpatients: smoking cessation in inpatient units will be frustrated without this. The Mental Health Act Commission has also drawn this to the Trust's attention. 37 members of staff have received cessation training to date.

3.2.5 Financial Implications

The financial implications of providing NRT to in-patients who require it have been assessed at £10.00 per patient per week. The average script length is 12 weeks.

4. RECOMMENDATIONS

4.1 The Trust Board is asked to:-

- Consider whether it wishes to adopt or amend the county wide policy
- Consider implementation timescales and any further consultation requirements
- Recognise the resource implications and ask the Executive team to raise these with PCTs
- Ask the Executive Team to set up an Implementation Group to progress the outcome of the above

GLOUCESTERSHIRE PARTNERSHIP NHS TRUST

Draft

SMOKE FREE WORKPLACE POLICY

1. INTRODUCTION

In response to the Government White Paper 'Choosing Health' (1) and considering the guidelines provided in the Health Development Agency publication 'Guidance for Smoke Free Hospital Trusts' (2) Gloucestershire Partnership NHS Trust have developed the following smoke free workplace policy in line with a county wide NHS commitment to a smoke free NHS by March 2006.

2. MAIN POINTS

- 2.1 This policy recognises the responsibility of the Trust as a role model for public health, as an employer and as a responsible corporate citizen.
- 2.2 This policy guarantees the right of non-smokers to breathe smoke-free air on all Trust sites.
- 2.3 This policy recognises that implementation may encourage some people to stop smoking. Consideration has been given to providing support for these clients and/or employees.
- 2.4 This policy recognises that smoking is the UK's leading cause of preventable death and that provision of smoke free environments provides a clear and effective message about the importance that the Trust places on this issue.
- 2.5 This Policy is fully supported by NHS organisations in Gloucestershire. The intention is to encourage an environment and a community where "not smoking" on NHS property is the norm. Responsibility for the success of the policy lies with **all** users of our sites. Advice and Guidance for staff to enable them to support the policy is available in the leaflet "Guidance for Staff".

3. SMOKING RESTRICTIONS

- 3.1 It is the intention of Trust to provide a completely smoke free status on all sites and premises for all staff, contracted staff, contractors, visitors and patients. Smoking is not permitted anywhere within the buildings or grounds of all Trust sites. These restrictions include all areas up to the boundaries of all sites.
- 3.2 The restrictions include car parks and vehicles parked on Trust property, outdoor seating areas, walkways and all other areas.
- 3.3 The smoking restrictions will also include all Trust owned or leased vehicles. Staff using their own vehicles to carry out Trust work will also be expected to comply with the policy, when this activity takes place during work time. All vehicles used to transport patients are included in this policy.
- 3.4 Smoking will only be permitted once the person who wishes to smoke has left the PCT site. Staff will only be permitted to leave the site to smoke during agreed break times.

4. STAFF WORKING IN PATIENTS' HOMES

- 4.1 It is important that staff continue to be protected from the health risks associated from second-hand smoke in all settings.
- 4.2 In order to protect staff who provide services for patients in their own homes, patients will be asked not to smoke during the visit. Information about this aspect of the policy will be made available to patients, relatives and carers before a home visit is organised.
- 4.3 If the client and/or other occupants do not respect this, the member of staff should remove themselves from the patient's premises. This may result in the visit and/or the treatment not being completed.
- 4.4 Staff will be responsible for informing their line manager should the patient continue to smoke during the visit.
- 4.5 When this occurs, the line manager will be responsible for arranging an alternative venue for the appointment where reasonably practical.

5. STAFF

- 5.1 Staff wishing to smoke must do so off Trust property and only during their agreed break times.
- 5.2 Failure to comply with this policy may result in disciplinary action being taken.
- 5.3 Staff who wish to stop smoking can access support from Gloucestershire Smoking Advice Service, or through their own GP practice.
- 5.4 The Trust will provide information in the form of leaflets and posters, in order to signpost staff to appropriate support to stop services.

6. PATIENTS

- 6.1 Patients wishing to smoke must first exit the site. This will be at the patients' own risk.
- 6.2 Patients will be informed of this policy using all opportunities within the patient pathway, including patient letters, leaflets, posters and signage.
- 6.3 Patients who smoke on site will be asked to extinguish their cigarette.
- 6.4 For in-patients, Nicotine Replacement Therapy or other support may be made available via the senior sister on the ward.
- 6.5 Support for patients who wish to stop smoking is available via referral to Gloucestershire Smoking Advice Service.
- 6.6 Staff will not assist patients to exit the site to access smoking areas.

7. DISTRESSED RELATIVES AND FRIENDS

- 7.1 Distressed relatives and friends will be empathised with and informed that the smoke free policy applies to all Trust sites. If they wish to smoke they must exit the site.

8. DISSEMINATION

8.1 Details of the Smoking Policy and availability of support will be provided via:

- Staff & Patient Leaflets and posters.
- Patient Pathway
- Staff Contracts
- Recruitment processes
- Signage
- Patient Handbook
- Pre admittance letters, home appointment letters
- Information at other NHS partners, e.g. GP's surgeries
- Press and publicity
- Gloucestershire Partnership NHS Trust Website
- Staff Intranet
- Partnership Matters and GPT News In Brief
- County wide development of coordinated NHS policy

9. POLICY COMPLIANCE

9.1 Patients, visitors and contractors

Patients will be able to access support to stop smoking services, provided by Gloucestershire Smoking Advice Services.

9.2 NRT may be available for in-patients who are unable to leave the site to smoke.

9.3 Patients who refuse to provide smoke free environments in their homes for Trust staff will be sent a standard letter explaining the policy. They may have their future appointments scheduled to take place on alternative sites.

9.4 In the unlikely event that patients or visitors become aggressive or abusive, Gloucestershire NHS Partnership Trust violence and aggression policy will be invoked.

9.5 Visitors can access smoking cessation support by contacting their own GP or Gloucestershire Smoking Advice Service.

9.6 Contractors who do not comply with this policy will be reported to their employer.

9.7 Staff

Encouragement and support will be provided to staff who find compliance difficult. Line managers will be able to provide access to a number of services specifically designed to help staff including:

- NRT
- Advice on the use of NRT and other strategies to reduce and cope with nicotine cravings will be available for staff who do not wish to stop smoking. This is available from Gloucestershire Smoking Advice Service.

9.8 Managers are responsible for ensuring equitable access to breaks. However it is expected that staff will remain responsible for their own conduct and will not be permitted to take additional smoking breaks.

9.9 In the unlikely event that staff repeatedly refuse to comply with this policy, the Trust disciplinary procedure will be invoked.

10. TRAINING

- 10.1 A Staff Guidance Leaflet will be made available to provide advice on policy delivery.
- 10.2 Gloucestershire Smoking Advice Services will provide training for staff interested in signposting or supporting others to stop smoking.

11. IMPLEMENTATION

- 11.1 This policy will come into effect from 00.00 on 8th March 2006.
- 11.2 Prior notice of the Smoke Free NHS policy and smoking restrictions will be given on all admission documents, in all out-patient information and before home visits.
- 11.3 Entrances to Trust property and buildings will be clearly signed to indicate that the area is smoke free.
- 11.4 Information regarding this policy and local smoking support services available for the public will be displayed.
- 11.5 The smoking restrictions will be publicised in all job advertisements and recruitment information.

12. REVIEW

- 12.1 This policy will be reviewed in March 2008 by the Trust's Director of Nursing

References

- (1) Choosing Health – Government White Paper - November 2004
- (2) Guidance for Smoke free Hospital Trusts – HDA 2005