

Reference Number: FOI202425/116
From: Other
Date: 12 June 2024
Subject: Smoke Free Policy for NHS Staff

Q1 I am looking for policy information about secondhand smoke exposure to staff undertaking home visits. Could you provide me with the latest smoke free policy (pdf) for your organization.

Could you also provide some additional details about any documented ongoing plans to update the current policy.

A1 [Please see the attached 'Smoke Free Policy v6.0'](#)

[Please see page 13 and 14 for 'Record of Changes'. This version of the policy was authorised in June 2024 and will next be reviewed in March 2027.](#)

Smoke Free & Nicotine Management

Policy

For completion by Author

Author(s) Name and Title:	Adam Hope - Head of Estates & Health & Safety Manager Liam Telford - Trust Fire & safety Lead Elaine Gossage - Lead Nurse/Business Manager Knowsley Community Services		
Scope:	Trust Wide	Classification:	Health & Safety
Version Number:	v6.0	Review Date:	March 2027
Replaces:	v5.0		
To be read in conjunction with the following documents:	LHCH Vaping policy		
Document for public display:	Yes		
Executive Lead	Jonathan Matthews		

For completion by Approving Committee

Equality Impact Analysis Completed:			
Endorsement Completed:		Record of Changes	Yes
Authorised by:	Health & safety Committee	Authorisation date:	03/06//2024

For completion by Document Control

Unique ID No:		Issue Status:		Issue Date:	
After this document is withdrawn from use it must be kept in archive for the lifetime of the Trust, plus 6 years.					
Archive:	Document Control		Date Added to Archive:		
Officer responsible for Archive:		IG and Document Control Facilitator			

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[Document Control will insert this before the finished document is published]

Document Statement

This policy is intended to aid and support staff in their execution of upholding the Trusts commitment to maintaining a smoke free site and offering advice and support to staff and patients who do smoke.

Latest statistics from NHS England show that in 2022-23 there were an estimated 408,700 hospital admissions due to smoking, a rise from 389,800 in 2021-22 (an increase of 4.8%).

Around one in six (16%) of all hospital admissions for respiratory diseases in 2022-23 were estimated to be related to smoking, while it also caused 8% of all admissions for cancers and 7% of admissions for cardiovascular diseases.

Fires caused by smoking on NHS (National Health Service) sites have been a significant concern, prompting increased attention to fire safety measures. Despite strict regulations prohibiting smoking in most NHS facilities, incidents have occurred, resulting in potential harm to patients, staff, and infrastructure. These fires not only pose immediate risks to individuals but also incur additional costs for repairs and potential healthcare expenses.

Liverpool Heart & Chest Hospital NHS Trust has a responsibility to provide a safe and healthy environment to all the patients it provides care to, its staff, and to all people visiting its premises for any purpose.

As a smoke free NHS organisation, the Trust has a responsibility to lead by example as it is an important role model to ensure that:

- Every front-line professional has conversations with their patient regarding smoking and follows protocol contained within section 3 of this policy.
- All smokers are offered on -site stop smoking support and referred to local specialised services for continued after care.
- The trusts grounds and buildings are always completely smoke free.

Therefore, the Trust will promote a Zero tolerance approach to smoking on its site as part of its commitment to ensuring we remain ‘smoke free’.

The Health and Safety at Work Act 1974 which places a duty on employers regarding.

“The provision and maintenance of a working environment for employees that is, so far as is reasonably practicable, safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work. This includes NHS premises.”

As such, the Trust considers that all patients/clients, visitors, and staff have a right to be in a totally smoke-free environment when on Trust premises, including the grounds that those premises are sited on. The purpose of this policy is therefore to enable and promote health and safety for all.

This policy also aims to protect other people from the harm of secondary smoke and promotes non-smoking amongst staff, visitors, contractors as well as service users.

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The policy complies with Smoke Free legislation (Health Act 2006) and some of the recommendations set out in NICE Guidelines for smoking in secondary care PH48.

The policy **includes E-cigarettes & vaping devices** as studies have shown there can be significant health risks associated with these smoking devices, the trust also has a Vaping policy which should be referred to for more guidance.

Smoking is not solely about the exercise of personal choice since its effect clearly impact on the health of others. So, whilst the Trust recognises that some individuals choose to smoke, that choice cannot be exercised at the expense of another individual's health.

1. Roles and Responsibilities

The Board of Directors

- Ensure that staff, service users, visitors and contractors are made aware of the policy.
- Provide resources to ensure effective implementation.
- Comply fully with the policy.
- Ensure that all job vacancies advertised state the LHCH NHS Foundation trust operates a smoke free policy.
- Ensure that all Service Level agreements with other organisations must contain the statement that LHCH is a smoke free Trust. Smoking is not permitted in all Trust buildings, grounds, Trust Vehicles, and personal vehicles whilst parked on site.
- Fully support staff members if a complaint made is raised against them for politely pointing out the Trust's Zero tolerance commitment to anyone who is smoking,
- Ensure that staff will have the Trust's full support for taking such action, which will be in compliance with this policy.

(Executive lead for Health Promotion)

- Responsible to ensure that all managers are aware and uphold the policy and are supported in its implementation for staff.

Employees

- All staff have a duty to fully comply with this policy and actively promote it to colleagues, patients, care partners, visitors and contractors.
- Staff should not put themselves at any risk of abuse by someone who is smoking by doing this.

Occupational Health

- To ensure new employees are aware of the Trust policies (Smoke Free & Vaping policy) and to make new employees are of the trusts staff smoking service.

Divisions

- Each divisional Heads of Nursing and Operations will also fully support and uphold the policy.

Line managers

- Ensuring that their staff who report to them comply fully with this policy.
- Fully support staff to remind others of the smoke free policy and staff smoking cessation service which was established in October 2023.
- Fully support staff members if a complaint made is raised against them for politely pointing out the Trust's smoke-free policy to anyone who is smoking.
- Ensure that staff will have the Trust's full support for taking such action, which will be in compliance with this policy.
- Fully support all members of staff who wish to stop smoking and refer them to the trusts staff smoking service.
- Advise staff/managers there will be NO additional breaks for staff who wish to smoke over and above normal work break entitlements.
- **Inform all staff that it is fully enforceable policy and Staff who are deliberately and repetitively non- compliant with the policy will be dealt with under the Trusts Disciplinary policy and procedure.**
- Advise staff that premises, staff cars and grounds that those premises are sited on are always **NO SMOKING AREAS**. This includes the use of electronic cigarettes/vaping devices, refer to the trusts vaping policy for more guidance.
- Ensure that no smoking materials of any description may be sold on Trust premises or the grounds that those premises are sited on, nor may staff supply tobacco products for patients or obtain these for them.
- Inform there are **NO** designated smoking areas within the Trust for the patients/clients, visitors and staff of the LHCH, other than within staff residential accommodation.

The Trust does not wish to endorse smoking as it is the most significant cause of avoidable illness and death with significant deleterious effects to health care.

2. Controlled Document Standards

- Licensed Nicotine Replacement (patches and inhalators) and other pharmacotherapies will be routinely available on all wards to support and encourage temporary or long-term abstinence for patients whilst in Tertiary Care, please refer to the trust's NRT discretionary policy.
- The World Health Organisation has recommended the 'until such time that electronic nicotine delivery system is deemed safe and effective, and of acceptable quality by a competent regulatory body consumer should be advised not to use these products on site.
- The Trust Pharmacy will continue to stock a wide range of Licensed NRT and other smoking cessation pharmacotherapies.
- These products are all readily available within the pharmacy order set for all medical and non -medical prescribers to assist patients in the attempts to either abstain or quit.
- All staff will be expected to uphold the policy and will be fully supported in its execution.
- Anybody who is observed smoking on site should expect to be challenged in a respectful manner by all staff in order to maintain our Zero tolerance commitment.

3. Procedure

All Staff must note that this policy is fully enforceable and any staff who deliberately and repetitively do not adhere to the policy will be dealt with under the Trusts Disciplinary policy and procedure.

All staff

- Staff who wish to smoke whilst on duty **MUST** leave the site and smoke in a safe location away from the site boundary.
- Any staff who smoke are encouraged to seek further advice and support from the free on-site 'smoking cessation service', more information on this service can be provided by line managers.

Those with clinical contact in the Hospital will -

- Use the Electronic patient record to record, patient smoking status, advice delivered and referrals to support smoking cessation activity.
- Provide brief advice to all smokers (ask advice and assist) at first contact.
- Offer all smokers support to stop smoking on admission and at regular intervals throughout their admission.
- Actively engage service users, their families and care partners of the benefits of stopping smoking.
- If Nicotine Replacement therapy or other pharmacotherapies are required, ensure that it is prescribed timely by the medical team and /or the Advanced Nurse Practitioners.
- Inform patients who are smokers (including those using E cigarettes and vaping devices) Trust policy is seek explicit consent before referring them to their local stop smoking service for support advice after discharge.
- Record this on patients record and provide consent information leaflet (GDPR).

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- Not facilitate service users to smoke (i.e., escort a patient on or off site to smoke) and ensure patients /care partners and visitors are informed of the Policy and Trust zero tolerance approach.

Clinical staff working in the community settings will-

Ensure service users who receive home visits are sent either the 'Home Visiting and Smoking' leaflet or ensure the following is included in their correspondence letter.

That if possible one room is kept smoke free prior to the staff members visit. If this is not possible, then patients are not asked to smoke in the room they will be seen in for at least 30 minutes prior to the staff member arriving, that a window is opened, and that the patient refrains from smoking while the staff member is with them.

Staff reserves the right to reschedule the appointment if these requests are not respected.

- If the patient's appointment is rescheduled staff must record this on PAS/EMIS /databases /case notes /MDT and document this on correspondence to patient and their GP.

Staff must also

- Document patient smoking status, advice delivered and if referral made to local stop smoking service. (Either electronically or within paper case notes)
- Provide brief advice to all smokers (ask advice and assist) at all visits.
- Actively engage service users, their families and care partners of the benefits of stopping smoking
- Inform patients/care partners and visitors who are smokers (including those using E cigarettes) are informed of the Trust Smoke free Policy and vaping policy and its zero-tolerance approach.
- Continue to adhere to the trusts No smoking Policy whilst conducting community home visits.
- Staff working in community venues must adhere to the venues smoking policy.

4. Policy Implementation Plan

- The policy has been implemented Trust wide since 2018 to support the Making Every Contact Counts (MECC) initiative and is to be fully supported by all staff.
- Every time the policy is reviewed, or amendments have been made all staff will be notified via the internal communications bulletin.
- The policy will be updated and reviewed as necessary by the trusts Safety and Risk leads, with support and guidance from Executive lead.
- The full policy will be available on the intranet under nonclinical policies and procedures.

5. Monitoring of Compliance

The policy's effectiveness and compliance and how it is upheld will be monitored by the Lead Nurse for Hospital CVD services and supported by the nominated Executive Lead in the following ways.

- Monitor the In Phase incidents submitted by staff to patients and visitors and the subsequent responses.
- Liaise with Security to monitor number of challenges made to visitors or staff by their team and subsequent responses.
- Audit of the healthy lifestyle document (informing patient of smoke free site)
- Pharmacy audit of NRT /other pharmacotherapies prescribing patterns
- Internal Audits reports of referral pathways

6. References

NHS England website

Health & Safety Executive (1974). Health & Safety at work act 1974.

Health Act 2006

Ph48 -Smoking cessation in secondary care: acute, maternity, and mental health services

Nice PH15 Cardiovascular Disease –identifying and supporting people most at risk of dying early (Rec 1)

Smoke free Liverpool strategy 2015

British Medical Association Statement on e-cigarettes: 2012

7. Equality Analysis Framework

Tick Category (after completion of assessment)	Not Relevant (NR)		Relevant (R)	R
Signature of Manager/Group Responsible	Liam Telford Fire & Safety Lead			
Date	March 2024			

Department/Function	Health & Fire Safety
Lead Person	Liam Telford
Contact Details	0151 600 1568 Liam.Telford@lhch.nhs.uk
Name of Strategy/ Policy/ Procedure/Service to be Analysed (including procurement)	Smoke free and Nicotine Management Policy
Is this a new or existing Strategy/Policy/Procedure/Service?	Existing
<p>1. What are the main aims and/or objectives of the strategy/ policy/procedure/service and to what extent is equality a relevant consideration? (e.g., a policy that lists the frequency of checking the temperatures of hospital fridges would have no relevance to equality (NR) but a change or cut back to a current service would have relevance (R)).</p> <p>Take account of the protected characteristics (PC's)/ groups and outline your reasons for your chosen category in as much detail as possible. Tick "R" or "NR" at the top of this page. If "NR" has been chosen to finish here once your reasons have been given in the box on the right.</p>	<p>Aimed at all Trust Employees, including those contracted to work at the Trust, volunteers, patients, and visitors.</p> <p>The aim of the policy is to establish a smoke free environment to reduce the risk of exposure to second-hand smoke to our patients, staff and visitors to the Trust.</p> <p>This policy will promote smoking cessation and outline the Trusts commitment to aid abstinence and quit attempts.</p>
<p>1. How will you scope your equality analysis?</p> <p>2. Fill in details under the headings in the box on the right.</p> <p>You may want to involve other key people and organisations at this stage, and you may find that you need to change your plans as you work through the questions.</p>	<p>How do the aims of the development relate to equality? The Trust has a legal responsibility and a duty of care to provide a safe and healthy environment for staff, patients and visitors. It is committed to eliminating smoking by staff in any part of the entrances, premises or grounds managed or leased by the Trust at any time</p> <p>Which groups could be usefully engaged? Consultation has taken place within a smoking cessation group, Health& Wellbeing, staff side, Divisional Governance. local stop smoking services and Liverpool Clinical Commissioning Group</p> <p>What aspects are relevant to equality?</p> <ul style="list-style-type: none"> • Eliminates discrimination • Advanced equality of opportunity

	<ul style="list-style-type: none"> Fosters good relationships
	Which PCs are relevant? None
	What equality information is available?
	What are your information gaps? None identified
3. How will you analyse your equality information? Fill in details under each heading in boxes to right	Using information to understand the effect on equality. Policy benefits all
	Findings of your analysis
	Documenting your analysis.
	Next steps.
4. How will monitoring and review be carried out? EA is an on-going process that does not end once implementation has begun. Plan a review timetable taking into account any specific requirements that have been identified and enter in box to right. (NB Ensure that procurement activity of any size identifies the equality, diversity and human rights requirements, including evaluation, monitoring and review arrangements, within tender and contract documents)	Regular Reviews with additions or amendments as necessary in response to local, regional and National changes and updates and recommendations
5. Are you ready to have the development signed off and publicised? Although EA is an on-going process there is a stage when adoption and signing off can occur. Fill in details under each heading in boxes to right	Decision makers must be clear about how the EA has informed and influenced content and have due regard to the findings when giving final approval.
	The specific duties require that equality information is published and recommend that the EA is published alongside the development, policy or decision that it relates to.

<p>6. List the additional supporting evidence and sources of information that have informed this EA in box to the right.</p>	<p>NICE Ph48 -Smoking cessation in secondary care: acute, maternity and mental health services</p> <p>Nice PH45- Smoking; harm reduction Nice PH1-Brief interventions and referrals for smoking cessation – Nice PH10-clinical effectiveness of Bupropion (Zyban) and Nicotine replacement for smoking cessation</p> <p>Nice PH26-Smoking; stopping in pregnancy and after childbirth Nice PH15 Cardiovascular Disease –identifying and supporting people most at risk of dying early (Rec 1)</p> <p>Smoke free Liverpool strategy 2015</p>
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8. Endorsed By:

Name of Lead Clinician / Manager or Committee Chair	Position of Endorser or Name of Endorsing Committee	Date
Adam Hope	H&S Committee Chair	

9. Record of Changes

Section No	Version No	Date of Change	Description of Amendment	Description of Deletion	Description of Addition	Reason
All	5	Dec 2015- April 2016	Policy format amended to reflect on-going reviews following the Trusts collaborative working with local Merseyside stakeholders (LHCH is part of the Liverpool Smoke free Hospitals implementation group) Also in order to comply with Nice PH48 recommendations and actions	No deletions	Details of the smoking cessation task and finish group aims Information of pending changes to service provision	The policy format has been amended to replace lengthy cluttered previous outdated version. To inform staff of changes to practice.
All	5	July 2016	Inclusion of Zero tolerance approach and Trust mission statement -	No deletions	Trust board have approved	To ensure successful compliance of policy and to maintain smoke free status –executive buy in
8	5	May 2017	Update of equality analysis framework in preparation for ratification	No deletions	Full assessment	For policy to be launched to meet the recommendation 11 within PH48 NICE guidelines
3	5	Jan 2018	Addition of protocol section	No deletions	Clear step guide for how to adhere to policy and how escalation any breaches	In response to comment From Health &safety Board
All		Jan 2022	Policy statement statistics reviewed with updated statistics inputted; section 5 reviewed.	No deletions	Update of policy roles within the trust and health statistics updated	Policy Review date
Front page	V.6.0	June 2024	Updated Authors due to staff changes, updated version number and dates.	No Deletions	N/A	Policy Review date reached, staff changes within the trust.
Policy statement	V 6.0	June 2024	Updated statistics in this section for the most current year ends statistics provided by NHS England.	No deletions	N/A	Statistics updated to reflect most current published.

All	V 6.0	June 2024	Referred to the trust Vaping policy throughout the policy	No Deletions	The trust has a new Vaping Policy this has been captured within this policy	Vaping policy must be read in conjunction with the Smoke Free Policy.
3	V 6.0	June 2024	Updated Community staff site visit procedures.	No deletions	More detail on home visits and community working include	Not currently included.