

Date: 28/09/2018

FREEDOM OF INFORMATION REQUEST Ref: FOI/014383 - Smoking policy

1) What is your Trust's policy regarding smoking on hospital grounds? Please specify. For example:

- Is smoking banned throughout the site?
- Is smoking banned in the car park?
- Is smoking banned in private vehicles while on site?
- Is smoking permitted anywhere on site?
- Are there smoking shelters (eg in the car park, in the grounds)?
- Are there designated smoking areas (eg in the car park, in the grounds)?

Please see below the Trust's Smoke Free Policy which is currently under review.

Please also see the Trust website information on Smoking under the following link:

<http://dudleygroup.nhs.uk/patients-and-visitors/your-visit-to-hospital/smoking/>

Smoking cigarettes and e-cigarettes is not permitted anywhere except in designated smoking shelters. Our Smoke Free Policy applies to staff as well as patients and visitors.

The Trust's Smoke Free Policy states that smoking is not allowed anywhere except the designated areas. This applies to Trust staff, volunteers, contractors and PFI staff as well as patients and visitors. There are smoking shelters close to each of entrances at Russells Hall Hospital, Corbett Outpatient Centre and Guest Outpatient Centre.

(2) On what date did the Trust adopt its current policy on smoking?

See policy below which is currently under review dated August 2015 version 2

(3) Does the Trust have any plans to change its smoking policy? If so, please specify what those changes will be. For example, do you intend to:

- Remove existing smoking shelters and extend non-smoking areas, or
- Permit designated smoking areas or install designated smoking shelters

The Policy is currently under review. The Trust will forward you a copy of the new Policy once it has been finalised, which will be around the end of October 2018.

(4) If the answer to Q3 is 'YES' please specify the date on which the Trust plans to implement the changes.

Please see the response to question 3 above

(5) What is the Trust's policy regarding vaping in (a) hospital buildings including wards, and (b) hospital grounds?

Please see the current policy attached, which is currently under review.

(6) Does the Trust have any plans to change its vaping policy? Please specify how it will change and when.

The Policy is currently under review. The Trust will forward you a copy of the new Policy once it has been finalised, which will be around the end of October 2018.

(7) How are the Trust's smoking policies enforced? For example: signage, public address systems, use of CCTV cameras/wardens to monitor the site etc.

Please see item 5.3.1 of the attached Policy

(8) How many recorded complaints has the Trust received from members of the public (including patients) about patients, visitors or staff smoking on hospital grounds since 1st January 2018?

There have been no official complaints since 1st January 2018 from members of the public (including patients) about patients, visitors or staff smoking on hospital grounds

# DUDLEY GROUP NHS FOUNDATION TRUST

## SMOKE FREE POLICY

### 1. INTRODUCTION

This document sets out the Trust's policy on achieving a smoke free environment.

### 2. STATEMENT OF INTENT/PURPOSE

This policy assists to support the health and wellbeing of all staff to the Trust's premises by ensuring a smoke free environment in the vicinity of the building.

This policy applies to all staff, contractors and employee organisations who are on site, including Trust volunteers. All Trust premises and grounds, whether owned or leased, have been deemed "smoke free". This includes all on site residences. Smoking will however be permitted in designated areas. Designated smoking areas are:

Trust Smoking Shelters

Smoking (including electronic cigarettes) at entrances and exits outside of the designated areas, by the above groups, will not be permitted.

### 3. DEFINITIONS

#### Smoking Cessation

The process of discontinuing tobacco smoking (NICE, 2013).

### 4. DUTIES (RESPONSIBILITIES)

#### 4.1. Chief Executive

The Chief Executive has overall responsibility for ensuring that appropriate arrangements are in place that ensure a smoke free environment.

#### 4.2. Directors and Line Managers

Directors and Managers are responsible for ensuring that operational aspects of this policy are fully implemented.

Managers will be responsible for making all staff aware of their responsibilities under this policy and for enforcing this policy.

#### 4.3. Human Resources

Human resources provide guidance to managers and support the interpretation of this policy.

#### 4.4. Employees

All staff are required to adhere to this policy and only smoke in designated areas and at official breaks.

#### **4.5. Staff-side representatives**

Staff-side representatives support the positive benefits of a smoke free environment and will encourage staff to comply with the policy.

### **5. PROCESS**

#### **5.1. Smoking Cessation Support**

**5.1.1.** The Dudley Stop Smoking service will provide advice and support for those who wish to stop smoking.

**5.1.2.** Visitors and Contractors who want advice/support should be advised to contact the local NHS Stop Smoking Service.

#### **5.2. Using the Designated Smoking Areas**

**5.2.1.** Staff who wish to smoke (including electronic cigarettes) whilst on duty, must only do so during their official break. Staff must not smoke in their uniform.

#### **5.3. Dealing with breaches of the policy**

##### **5.3.1. Staff**

- Staff who experience difficulties with the application of the policy should seek support from their line manager in the first instance.
- Where staff / managers observe individuals smoking (including electronic cigarettes) outside of the designated areas they should inform security. Under no circumstances should a confrontational attitude be adopted.
- All Trust managers (including clinical managers) and security staff are required to respond to instances where individuals are acting in breach of the policy by advising them to only use the designated shelters. Where individuals ignore this or repeatedly act in contravention of the policy the Manager/security staff member will take their details and report to the appropriate line manager.
- Staff who breach the policy, will be advised by their Manager that they are required to comply with the Trust policy. If they are subsequently found smoking outside the designated areas the individual will be dealt with in accordance with the Trust's disciplinary Policy.
- Patients and visitors should also be encouraged to use the designated smoking shelters.

#### **5.4. Sales of illegal tobacco products**

It is a criminal offence for anyone to sell, transport or possess illegal tobacco products. The selling/storing and dealing in any way of illegal cigarettes or tobacco within the Trust's premises and grounds is not permitted and will be handled in accordance with the Trust's [Disciplinary Policy](#) and in liaison with the relevant external authorities as appropriate.

### **6. TRAINING/SUPPORT**

Advice and support on the implementation of this policy will be provided by Human Resources.

## **7. PROCESS FOR MONITORING COMPLIANCE**

The process for monitoring the compliance of this policy can be seen at [Appendix 1](#).

## **8. EQUALITY**

The Dudley Group NHS Foundation Trust is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff reflects their individual needs and does not discriminate against individuals or groups on any grounds.

## **9. REFERENCES**

Health and Safety at Work etc. Act 1974, c. Available at: <http://www.legislation.gov.uk/ukpga/1974/37/contents> (Accessed: 16 June 2015)

National Institute for Health and Care Excellence (NICE) (2013) [Smoking cessation: Supporting people to stop smoking](#). NICE Quality Standard 43. [Accessed 19/06/2015]