NO SMOKING POLICY

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Governance or Assurance Committee: NHS Lanarkshire Board and Staff Governance Committee
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NO SMOKING POLICY

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CONSULTATION AND DISTRIBUTION RECORD

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<th>Contributing Author/ Authors</th>
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<td>Communications officer</td>
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<td>Any reference to Lanarkshire Stop Smoking Service or Lanarkshire Smoking Cessation Service has been removed and replaced with locally agreed Quit Your Way service descriptor. This reflects the national rebranding of all stop smoking services in Scotland.</td>
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1. Introduction

Tobacco control is a priority within Scotland and Lanarkshire as smoking remains the primary preventable cause of ill health and premature death. Smoking continues to have a negative impact on the health and wellbeing of individuals, families and communities. On average 22% of adults in Lanarkshire smoke (1); this increases to over 30% within areas of higher deprivation (2). Smoking is one of the main causes of the health inequalities that exist within our communities.

NHS Lanarkshire has a responsibility to work towards national targets for reductions in the prevalence of smoking, exposure to second-hand smoke and the incidence of diseases caused by tobacco smoke. In 2013, 15,840 hospital admissions in Lanarkshire were as a result of smoking. This is higher than the Scottish average. (1)

The ‘Smoking, Health and Social Care (Scotland) Act 2005’ (3) and associated regulations ‘The Prohibition of Smoking in Certain Premises (Scotland) 2006’ (4) led to the development of NHS Lanarkshire’s No Smoking Policy in 2006(4). The regulations prohibit smoking in public premises which are wholly or substantially enclosed including vehicles used for business purposes.

Following local consultation and national direction NHS Lanarkshire’s No Smoking Policy was extended from NHS Lanarkshire buildings and vehicles to cover all NHS Lanarkshire grounds in 2008. National and local publications providing direction and recommendations include:

- The CMO letter 19 Health Promoting Health Service – Action in Hospital Settings (2015) (6)
- NHS Lanarkshire Care Assurance Accreditation Standards for Acute and GP hospitals (2017) (7)
- Lanarkshire Tobacco Control Strategy (2018-2023) Smoke-Free Lanarkshire - For you, for children, forever: (8)

Collectively these publications recognise the need for NHS Boards to:

- Provide smoke-free environments
- Support culture change
- Promote health and person centred care

Recommendations to achieve this include:

- Strong and consistent leadership and management of no smoking policies.
- Staff training in awareness raising, including advice and support on managing nicotine addiction.
- Support and treatment for inpatients to manage nicotine addiction.
NO SMOKING POLICY

- Access to specialist Smoking Cessation Services for staff, patients and visitors

2.0 Aim, Purpose and Outcomes

2.1 Protect and Improve Health

The aim and purpose of this policy is to protect patients, staff and visitors from exposure to second-hand smoke and ensure NHS Lanarkshire buildings and grounds are smoke-free.

It aims to:
- Promote no smoking as the norm
- Prevent children and adults from seeing smoking within a health promoting organisation
- Raise awareness of specialist Stop Smoking Services to help people who want to stop
- Raise awareness of management of nicotine addiction for inpatients.
- Promote person centred care
- Clarify roles and responsibilities
- Increase staff awareness and provide guidance on issues surrounding compliance
- Raise awareness of support and training available for staff
- Improve awareness with the policy

2.2 Legislation

NHS Lanarkshire is required to comply with the smoking provisions of the 'Smoking, Health and Social Care (Scotland) Act 2005' (3) and 'The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006' (4) which prohibits smoking in public premises which are wholly or substantially enclosed and in vehicles used for business purposes.

It is an offence to smoke in no smoking premises or to knowingly permit smoking in no smoking premises.

2.3 Quality Healthcare Services

NHS Lanarkshire aims to provide the highest quality healthcare services. Complaints have been received about people smoking outside NHS Lanarkshire premises and consultation has highlighted the extent of these concerns.

This policy aims to improve the environment offered to staff and the public by ensuring smoke-free premises and grounds.
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3. Scope

3.1 Who is the Policy intended to affect

This policy is intended for:
- All directly employed staff of NHS Lanarkshire, irrespective of age, sex, disability, ethnicity/race, marital or civil partnership status, sexual orientation, religion or belief, pregnancy, maternity or gender reassignment
- Patients; including out-patients, day cases, in-patients and long-stay patients;
- Visitors; and
- The wider NHS family (i.e. contractors, students, voluntary staff, other healthcare partners and anyone whose work, study or personal circumstances brings them into contact with NHS Lanarkshire)

3.2 Who are the Stakeholders

- All NHS Lanarkshire staff, regardless of staff group or designation
- Patients; including out-patients, day cases, in-patients and long-stay patients
- Visitors; and
- The wider NHS family (i.e. contractors, students, voluntary staff, other healthcare partners and anyone whose work, study or personal circumstances brings them into contact with NHS Lanarkshire)

“NHS Lanarkshire take care to ensure your personal information is only accessible to authorised people. Our staff have a legal and contractual duty to keep personal health information secure, and confidential. In order to find out more about current data protection legislation and how we process your information, please visit the Data Protection Notice on our website at www.nhslanarkshire.scot or ask a member of staff for a copy of our Data Protection Notice.”

4. Principal Content

4.1 The Policy

NHS Lanarkshire defines smoking as the inhalation of smoke from lit tobacco products such as cigarettes, pipes, and cigars.

NHS Lanarkshire defines the use of Electronic Nicotine Devices (ENDS) (more commonly known as an e-cigarette) as the inhalation of vapour from a battery operated nicotine device.

Smoking is not permitted by any persons including staff, patients, visitors and healthcare partners within the premises or on the grounds from which NHS Lanarkshire services are delivered.
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Smoking is also not permitted within:

- Vehicles on the grounds
- NHS Lanarkshire vehicles and pool cars at any time
- Leased cars and personal vehicles when transporting other staff or patients within working hours and/or when on authorised business

Any person smoking in uniform or wearing an NHS ID badge may be subject to disciplinary action being taken against them.

In line with NHS Lanarkshire’s aim to actively discourage tobacco use, tobacco products will not be sold, advertised or otherwise promoted on the premises. NHS Lanarkshire will not hold tobacco-related investments or accept sponsorship or donations from tobacco companies.

4.2 Staff and Healthcare Partners

Staff and healthcare partners are not permitted to smoke whilst at work. Staff breaching the policy may be subject to procedures within NHS Lanarkshire’s Policy and Procedures for the Effective Management of Employee Conduct (9).

Staff on authorised breaks are not considered to be at work. If staff wish to smoke at this time they:

- Must leave the premises and grounds
- Must comply with NHS Lanarkshire’s ‘Dress Code and Appearance at Work Policy’ (10), and
- Change out of uniform where changing facilities exist
- Where changing facilities don’t exist ensure their uniforms and name badge are fully covered
- Will not be allowed longer or more frequent breaks than non-smoking members of staff

4.3 Exemptions

The ‘Smoking, Health and Social Care (Scotland) Act 2005’ (3) allows some legal exemptions to smoking in enclosed public places which are listed in ‘The Prohibition of Smoking in Certain Premises (Scotland) Public Health Regulations 2006’ (4) and any subsequent amended versions of it. In order to maximise health improvement for NHS Lanarkshire staff and clients, our policy extends beyond these legal requirements.

At present the following exempted categories apply within NHS Lanarkshire:

- Designated rooms in adult care homes.

Some long stay patients, for whom NHS facilities are their homes, come in to these categories. When the NHS facilities are considered to be their homes these patients...
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are currently subject to legal exemptions. While they continue to be exempt their choice to smoke will be acknowledged by designated smoking rooms, but designated rooms will only be provided where space permits, with priority being given to the provision of a non-smoking common room. NHS Lanarkshire will provide these inpatients with specialist stop smoking support if desired.

4.4 Exposure of staff to second hand smoke at work - Duty of Care

Corporately NHS Lanarkshire has a duty of care for every staff member and patient with regard to second hand smoke. Staff members have a professional duty of care to their patients and to themselves. This policy reflects these duties of care.

4.4.1 NHS premises

Staff may occasionally be exposed to second hand smoke under the current exemptions outlined in 4.3 above. Where reasonably practical, staff should not normally be required to work in these designated smoking rooms. If they do enter them their time of exposure to second hand smoke should be kept to a minimum.

Staff with pre-existing conditions known to be exacerbated by second hand smoke should not be asked to enter them at all. As far as reasonably practical, and taking into account staff’s professional responsibilities toward their patients, staff are entitled to refuse to enter designated smoking rooms.

4.4.2 Patients’ own homes

In order to protect staff who visit patients in their own homes, patients and their families will be requested not to smoke for at least one hour before and during the visit. Where patients and their families ignore such requests, staff will be entitled to discuss alternative care arrangements with their line managers including, when feasible, to visit them at another agreed and smoke free location.

An information leaflet for patients ‘NHS Staff Visiting Your Home’ is available to order from the Health Improvement Library at: http://hpac.nhs.lanarkshire.scot.nhs.uk.

This leaflet should be given to the patient prior to the first visit. If this is not practical this information should be communicated to the patient via another method before the first visit.

4.5 Support for smokers

The Quit Your Way Service provides a free NHS stop smoking service in Lanarkshire. Individuals are twice as likely to stop smoking successfully if they receive the right support from the NHS.
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Support options include:
- one-to-one support
- group support
- community pharmacy
- telephone and text
- drop-in sessions
- support for women who are pregnant
- support for people in hospital
- support for people who use e-cigarettes

All of the options listed above are accessible by calling 0800 84 84 84. Information on local services is available at: www.QuitYourWay.Scot. Alternatively Text QUIT to 83434 for a quit pack or text CALL to 83434 for an adviser to call you back.

4.5.1 Inpatients

Written information on this policy will be provided to all planned care patients before they are admitted to hospital via the 'Acute Hospitals' patient information leaflet.

All inpatients will be asked as part of the admission procedure about their smoking status. The Management of Nicotine Addiction (Inpatient) tool (Appendix 1), and Standard Operating Procedure (SOP) – Management of inpatients nicotine addiction (Appendix 2), should be used as part of the admission procedure. The following points from the SOP outline what is expected of clinical staff:

Clinical staff must:

- Ask all patients if they smoke on admission
- Inform patients of the organisation’s No Smoking Policy
- Follow the Management of Nicotine Addiction Assessment Tool (Inpatients)
- Protect patients’ health and safety, by encouraging them not to leave the clinical area to smoke
- Escalate any concerns to their line manager, medical staff, consultants or senior management
- Should a patient ignore all advice and leave the clinical area to smoke, the patients should not be escorted by any member of staff
- Ensure incidents are recorded in the patient’s notes and Datix (when relevant)

Patients who attempt to smoke within the hospital building pose a fire risk.

- Patients who smoke should be encouraged to give their smoking related products to their visitors or to staff in order that these can be stored in a safe place and returned upon discharge.
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Inpatients that have declined treatment to manage their nicotine addiction, or referral to the Stop Smoking Service should be reassessed regularly during their stay in case they change their mind.

4.5.2 Outpatients and members of the public

Outpatients and members of the public can be directed to Quit Your Way.

The Quit Your Way Service provides a free NHS stop smoking service in Lanarkshire. Individuals are twice as likely to stop smoking successfully if they receive the right support from the NHS.

Support options include:
• one-to-one support
• group support
• community pharmacy
• telephone and text
• drop-in sessions
• support for women who are pregnant
• support for people in hospital
• support for people who use e-cigarettes

All of the options listed above are accessible by calling 0800 84 84 84. Information on local services is available at www.QuitYourWay.Scot. Alternatively Text QUIT to 83434 for a quit pack or text CALL to 83434 for an adviser to call you back.

4.5.3 Staff

NHS Lanarkshire is committed to supporting staff who want to stop smoking. Staff who do not wish to stop smoking are encouraged to use NRT products to help them abstain while at work.

Staff can access Stop Smoking Services as detailed in section 4.5.2. For staff working in any of the three acute sites, an alternative is to contact the local Quit Your Way service using one of the following numbers:

University Hospital Monklands: 01236 712779
University Hospital Wishaw: 01698 36646
University Hospital Hairmyres: 01355 585502

4.6 Electronic Nicotine Devices (ENDS)

Electronic Nicotine Devices more commonly known as e-cigarettes is a battery operated nicotine vapour inhaler device. Due to insufficient evidence on both the safety and efficacy of ENDS as cessation/nicotine maintenance NHS Lanarkshire have prohibited use of ENDS within NHS Lanarkshire premises and grounds.
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position will be reviewed as evidence and national guidance becomes available (12).

4.7 Sanctions

4.7.1 Smoking in breach of legislation (in enclosed or semi-enclosed spaces)

Any person smoking in an enclosed space as defined by the Smoking, Health and Social Care (Scotland) Act 2005 (3) and its associated Regulations are breaking the law and may be liable to a fixed penalty of £50 imposed by the external agencies legally responsible for its implementation.

The Smoking, Health and Social Care (Scotland) Act 2005 (3) allows the agencies charged with enforcing the Act to impose fines on the manager, or any other person in control of any no smoking premises, for allowing others to smoke within them.

This applies whether or not the person is aware that smoking has occurred.

It should be noted that the Director of Acute Services or other senior management staff could face prosecution by the courts because of the actions of others.

Any person smoking within a building should be:

1. Asked to stop smoking immediately
2. Made aware that they are committing an offence
3. Made aware that they are breaching the No Smoking Policy.
4. Made aware that they are adding to the risk of fire occurring on-site.

If the person is a member of staff in addition to points 1-4 above:

- The line manager of the staff member should be informed and the incident investigated

If the person is a patient, in addition to points 1-4 above:

- The incident should be relayed to the ward (if an inpatient) or clinic (if outpatient) so that they can reassess the patient using the Management of Nicotine Addiction tool
- Advise them that the police will be called if they continue to smoke
- If patient remains a potential fire risk remove smoking paraphernalia from them

Patients should be made aware that repeated breaches of the legislation could affect the ability of NHS Lanarkshire to continue providing them care on healthcare premises. In some cases this may require an exploration of how the needs of the patient may be met in light of the legal requirements and will require written confirmation to the patient.
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If the patient is, at the time of inappropriately smoking, unable to recognise their actions as being unlawful or in breach of NHS policy then other means of compliance must be explored at the first opportunity.

If the person is a visitor/relative:

- They should be advised that it is illegal and reminded of the NHS Lanarkshire No Smoking Policy; if the person carries on smoking they should be asked to leave the premises and advised that the police will be called.

4.7.2 Smoking in breach of NHSL policy (outside entrances/doorways or on hospital grounds)

Any member of staff found smoking during paid working time or in uniform or wearing an NHS ID badge may be subject to disciplinary action being taken against them. Staff breaching policy may be subject to procedures within NHS Lanarkshire’s Policy and Procedures for the Effective Management of Employee Conduct (9). Managers are reminded that support for employees to comply with the policy is available and should form part of any agreed action plan.

Where this breach involves a patient, their ward should be informed, where possible, and they should be offered support and advice as outlined in 4.5.1.

4.7.3 Use of Electronic Nicotine Devices (ENDS) in breach of NHSL policy

All users of ENDS in breach of the policy will be advised they are contravening NHSL Policy and advised to cease or asked to leave the premises or grounds.

4.7.4 Prevention and Management of Violence and Aggression Policy 2016

‘NHS Lanarkshire takes extremely seriously the health, safety and welfare of all staff and recognises that violence towards staff is unacceptable and that staff have the right to be able to perform their duties without fear of abuse or violent acts’ (11. p.4). Staff and managers should follow the guidance in the above policy to prevent and minimize any risk of violence or aggression before approaching anyone who is breaching the No Smoking Policy, including the use of ENDS.

All incidents resulting in exposure to violence or aggression should be reported to the appropriate line manager and a Datix incident form completed.

Staff should not hesitate to call police if they feel under threat.

4.8 Signage

NHS Lanarkshire will display no smoking signs both internally and externally on all premises, within its grounds and vehicles. Signs at the entrances to premises will be visible to pedestrians and drivers as they approach the premises. Signage at the
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entrance and within buildings will comply with the Smoking, Health and Social Care (Scotland) Act 2005 \(^{(3)}\).

5. Roles and Responsibilities

5.1 NHS Lanarkshire Chief Executive

The Chief Executive is responsible for ensuring that this policy is fully supported by all staff and that there are sufficient resources available to enable its full implementation.

5.2 Site Directors

On each site the Site Directors are required to:

- Implement this policy and ensure their staff are aware of and follow the policy
- Ensure that no-smoking signs are prominently displayed
- Ensure the area for which they are responsible is monitored for evidence of smoking, and taking appropriate action when evidence is found
- Fully support staff that bring this policy to the attention of any person in breach of it, by reinforcing the no smoking message and by intervening in situations that become difficult for the staff member to manage
- Investigate any policy breaches, taking remedial actions as appropriate
- Receive and investigate incidents of staff breaches in accordance with NHS Lanarkshire’s Policy and Procedures for the Effective Management of Employee Conduct

5.3 Managers

Managers are responsible for ensuring that:

- Their staff know about, understand and comply with this policy
- Contractors or non-NHS staff know about, understand and comply with this policy
- Contraventions are identified and are managed in accordance with NHS Lanarkshire’s policies and
- The policy is monitored in their own area

5.4 All staff

All staff, whether directly employed or working on a contract or locum basis must ensure they:

- Are familiar with the policy and comply with its provisions
- Support the policy and follow the guidance in Appendix 3 and 4 if they observe anyone smoking in breach of policy or legislation on NHS Lanarkshire premises
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5.5 Human Resources

- Provide support and advice to managers to help them to apply the staffing elements of the policy effectively
- To ensure that the No Smoking Policy is featured during staff induction

5.6 Lanarkshire Tobacco Control Team

The tobacco control team provides support and leadership to the governance structures responsible for delivering the actions contained within *Smoke-free Lanarkshire – For you, for children, forever: Lanarkshire Tobacco Control Strategy 2018 – 2023*. The team works to deliver on actions relating to the four themes of the strategy:

- Prevention: supporting environments where children and young people choose not to smoke, and don’t see adults smoking.
- Protection: protecting children, adults, and pets from second-hand smoke
- Cessation: helping people to stop smoking
- Support and leadership: demonstrating the importance of anti-tobacco actions at an individual, team, organisational, and societal level.

6. Resource Implications

There will be financial implications in terms of implementation and enforcement of the policy.

Resources will be required to communicate the no smoking policy and to maximise health improvement messages.

7. Communication Plan

This policy will be included as part of the tobacco control communication plan that will be developed as per action 93 of *Smoke-free Lanarkshire – For you, for children, forever: Lanarkshire Tobacco Control Strategy 2018 – 2023*.

8. Quality Improvement – Monitoring and Review

The Smoke-free Lanarkshire Implementation Group will oversee implementation of the policy.

The following indicators will be used to monitor how the policy is being implemented:

- Number of Datix incidents regarding smoking
- Number of complaints regarding smoking on NHSL sites
- Staff use of stop smoking services
- Patient use of stop smoking services
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- Number of challenges at Hospital sites
- Number or % of staff trained in tobacco training
- Staff completion of stop smoking online module
- Number of smokers supported with NRT while in hospital
- Number of NRT products dispensed within acute sites

The policy will be subject to review in August 2020

9. Equality and Diversity Impact Assessment

This policy meets NHS Lanarkshire’s EDIA (tick box)

10. Summary of Policy

NHS Lanarkshire No Smoking Policy – Key Points

NHS Lanarkshire is committed to promoting healthy living and non-smoking as the cultural norm, and being an exemplar in providing smoke free environments. Smoking, including the use of electronic nicotine devices (ENDS), more commonly known as e-cigarettes, is not permitted by staff, patients, visitors and healthcare partners in NHS buildings, or anywhere on the grounds including vehicles. Smoking is not permitted when transporting other staff or patients within working hours and/or when on authorised business, this includes NHS vehicles, pool or leased cars, and also personal vehicles.

Smoking, Health and Social Care (Scotland) Act (2005)

Staff, patients, visitors and healthcare partners smoking in non smoking premises are breaking the Law and can be prosecuted.

The Health (Tobacco, Nicotine etc. and Care) (Scotland) Act 2016 (13) shall make it illegal to smoke within fifteen metres of a hospital building. Scottish Government Tobacco Policy Team is estimating this law will come into force in February 2019.

Staff members have a responsibility to:

- Uphold the organisation’s reputation and lead by example by complying with the policy
- Support other staff members to comply
- Communicate to staff, patients, and others the increased fire risk from breaching the No Smoking Policy.

Staff are not permitted to smoke whilst at work or during a paid break.
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Staff, who wish to smoke, must:

- Do so on an unpaid break
- Do so out with NHS Lanarkshire premises and off the grounds
- Change out of uniform where changing facilities exist
- Where changing facilities don’t exist staff must ensure their uniforms and name badge are fully covered.

Staff who do not comply with the policy shall:

- Be subject to disciplinary proceedings
- Be subject to prosecution if found smoking inside NHS Lanarkshire buildings.

Managers must:

- Ensure they communicate with staff about the policy, any future updates, and the need to comply with its terms
- Consistently implement the policy at their local level
- Manage and report breaches of the policy

Care of inpatients

Clinical staff must:

- Ask all patients if they smoke on admission
- Inform patients of the organisation’s No Smoking Policy
- Follow the Management of Nicotine Addiction Assessment Tool (Inpatients) (Appendix 1)
- Protect patients’ health and safety, by encouraging them not to leave the clinical area to smoke
- Escalate any concerns to their line manager, medical staff, consultants or senior management
- Should a patient ignore all advice and leave the clinical area to smoke, the patients should not be escorted by any member of staff
- Ensure incidents are recorded in the patient’s notes and Datix (when relevant)

Patients who attempt to smoke within the hospital building pose a fire risk.

- Patients who smoke should be encouraged to give their smoking related products to their visitors or to staff in order that these can be stored in a safe place and returned upon discharge.
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Support for staff

If you smoke you can receive support and guidance on:

- How to manage nicotine withdrawal symptoms temporarily whilst working
- Personalised, flexible support and treatments available to you if you would like to stop.

Call the Nurse Specialist Stop Smoking Services onsite at:
- Monklands: 01236 712779
- Wishaw: 01698 36646
- Hairmyres: 01355 585502

Alternatively, contact Quit Your Way by calling 0800 84 84 84. Information on local services is available at: www.QuitYourWay.Scot. Text QUIT to 83434 for a quit pack or text CALL to 83434 for an adviser to call you back.

11. References


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Appendix 1 – Management of Nicotine Addiction (Inpatient) Tool

Management of Nicotine Addiction (Inpatient)

- Patient advised that smoking is not permitted in the hospital or grounds (No Smoking Policy)
- Patient advised that they may experience nicotine withdrawal while in hospital
  *Nicotine withdrawal symptoms can occur within 1 - 2 hours and can include agitation, aggression, confusion, sleep disturbance, anxiety and cravings*
- Patient advised that nicotine replacement therapy (NRT) will make them feel more comfortable
  *If stopped in the past 4 weeks, may require NRT*

How many cigarettes smoked daily on average?
- [ ] ≥10 daily
- [ ] <10 daily

Patient agrees to nicotine replacement therapy?
- [ ] Yes
- [ ] No

### Treatment for Withdrawal (tick as appropriate)

<table>
<thead>
<tr>
<th>Option</th>
<th>Medicine</th>
<th>Dose</th>
<th>Method of Admin</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Nicotinell 24 hour patch (≥10 cigarettes daily) *24 hour patch not suitable during pregnancy</td>
<td>21mg</td>
<td>Topical</td>
<td>Daily</td>
</tr>
<tr>
<td>2</td>
<td>Nicotinell 24 hour patch (&lt;10 cigarettes daily) *24 hour patch not suitable during pregnancy</td>
<td>14mg</td>
<td>Topical</td>
<td>Daily</td>
</tr>
<tr>
<td>3</td>
<td>Nicotinell Lozenges (≥20 cigarettes daily)</td>
<td>2mg</td>
<td>Oral</td>
<td>1-2 hourly Max 12 per day</td>
</tr>
<tr>
<td>4</td>
<td>Nicotinell Lozenges (&lt;20 cigarettes daily)</td>
<td>1mg</td>
<td>Oral</td>
<td>1-2 hourly Max 12 per day</td>
</tr>
</tbody>
</table>

- [ ] Nicotine replacement therapy prescribed on Medicine Prescription Form

### Referral to Stop Smoking Nurse Specialist

Patient wants to stop smoking?
- [ ] Yes
- [ ] No

Patient agrees to referral to Stop Smoking Nurse Specialist?
- [ ] Yes
- [ ] No

Note: If patient declines Nicotine Replacement Therapy but wants to stop smoking, refer to the Stop Smoking Nurse Specialist.

### Contact Details for Stop Smoking Nurse Specialists

Hairmyres: 01355 585502
Monklands: 01236 712779
Wishaw: 01698 366466

### Additional Comments/Notes

- [ ] Completed by: (PRINT NAME)
- [ ] Signature:
- [ ] Designation:
- [ ] Date: / / Time: :

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Version No 10 | Date October 2018 | Publish date: Feb, 2018 | Review date: Feb, 2021 | Issue No: 05
NO SMOKING POLICY
Appendix 2 – Standard Operating Procedure – Management of inpatients nicotine addiction

NHS Lanarkshire Acute Services

Standard Operating Procedure – Clinical Processes No: 1

Procedure: Management of inpatients nicotine addiction

Procedure Aim: Provision of safe and effective person centred care

Background:

Milligram for milligram nicotine is ten times more potent than heroin. Inpatients addicted to nicotine will quickly experience uncomfortable withdrawal symptoms (1-2 hrs from the last cigarette smoked). These symptoms have the potential to cause disruptive behaviour which can include agitation, aggression, confusion, sleep disturbance, anxiety, and cravings. The Management of Nicotine Addiction Assessment Tool should be used to ensure patients who smoke are supported to manage withdrawal from nicotine whilst in hospital and referred to the stop smoking service if they wish to stop. Patients who decline the offer of support with their addiction may try to leave the safety of the clinical area to self manage their withdrawal symptoms through continuing to smoke.

Procedure:

Clinical staff must:

- Ask all patients if they smoke on admission
- Inform patients of the organisation’s No Smoking Policy
- Follow the Management of Nicotine Addiction Assessment Tool (Inpatients)
- Protect patients health and safety, by encouraging them not to leave the clinical area to smoke
- Escalate any concerns to their line manager, medical staff, consultants or senior management
- Should a patient ignore all advice and leave the clinical area to smoke, the patients should not be escorted by any member of staff
- Ensure incidents are recorded in the patients notes and Datix (when relevant)

Patients who attempt to smoke within the hospital building pose a fire risk.

- Patients who smoke should be encouraged to give their smoking related products to their visitors or to staff in order that these can be stored in a safe place and returned upon discharge.

<table>
<thead>
<tr>
<th>Author</th>
<th>Lynne O’Hare, Stop Smoking Nurse Specialist</th>
<th>Issue No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewer</td>
<td>Elspeth Russell, Assistant Health Promotion Manager</td>
<td>Date of issue 08/02/2018</td>
</tr>
<tr>
<td>Authoriser</td>
<td>Frances Dodd, Nurse Director of Acute Services</td>
<td>Review Date 08/02/2019</td>
</tr>
</tbody>
</table>
NO SMOKING POLICY

Appendix 3 - Non compliance of NHS No Smoking Policy in the buildings

SMOKING OR ELECTRONIC NICOTINE DEVICE (ENDS) USE WITNESSED OR SUSPECTED INSIDE NHS LANARKSHIRE BUILDING

Staff perceives no threat and feels able to approach the person

For *smoking: ‘Excuse me it is illegal to smoke inside please stop’.

Staff should politely state

For ENDS: ‘Excuse me the NHS does not allow the use of nicotine devices in their buildings or grounds’.

Staff must report all matters to their line manager; immediately if they feel unable to approach the person or if the person refuses to stop smoking or using ENDS.

If person a staff member

Line manager:
Investigates and discusses with staff member/s
Highlights legislation/policy; the potential fire risk; subsequent cost to life of patients, staff, and NHS services
If necessary acts in accordance with NHS Lanarkshire’s Policy and Procedure for the Effective Management of Employee Conduct.

If person a patient or member of the public

Line manager:
Investigates and discusses with person/s
Highlights legislation/policy and the potential fire risk
*If person refuses to stop smoking inform them that the police will be called
If necessary acts in accordance with NHS Lanarkshire’s Policy for the Prevention and Management of Violence and Aggression to Staff
All inpatients that smoke should be offered support in accordance with the Management of Nicotine Addiction ICP outlined in section 4.5 of this policy.
A member of the public who shows interest should be signposted to the Stop Smoking Services.

Line manager should complete a Datix incident form in all incidences and monitor their area of responsibility.
NO SMOKING POLICY

Appendix 4 - Non compliance of NHS No Smoking Policy on the grounds

SMOKING OR ELECTRONIC NICOTINE DEVICE (ENDS) USE WITNESSED OR SUSPECTED ON NHS LANARKSHIRE GROUNDS

Staff perceives no threat and feels able to approach the person

Staff should politely state

‘Excuse me the NHS does not allow smoking or use of nicotine devices in their buildings or grounds’.

Any staff member who experiences any form of violence or aggression should ensure they inform their line manager and complete a Datix incident form

Frequently Asked Questions

Where can I smoke? ‘When you are completely off NHS grounds’

Why can’t I smoke outside? NHS is a health promoting service and shall not condone smoking; it is the single most preventable cause of ill health, early death and disability in Lanarkshire and Scotland

NHS Lanarkshire has a tobacco control strategy to:

- Protect all people from second hand smoke, which is dangerous. (Children and those of poor health are more susceptible)
- Prevent uptake of smoking amongst future generations; the majority of adults who smoke started young and found it difficult to stop due to the addictive nature of nicotine. If children see people smoking it can appear normal and acceptable behavior and sets a bad example. (Children whose parents smoke are 3 times more likely to start smoking)
- Help and encourage people to stop smoking by providing specialist services

NHS Lanarkshire consulted staff, patients, visitors and the general public via a survey in 2012 to assess levels of support for smoke free hospital grounds. Of the 3621 responses 94% agreed entrances should be smoke free.

Why can't I use ENDS? Nicotine devices which omit vapour can easily be mistaken for smoking; there is no evidence of their safety or how effective they are in helping someone stop smoking; they are also a fire hazard.

If the person breaching the policy is a staff member on paid duty or identifiable as NHS staff the Line Manager shall act in accordance with NHS Lanarkshire’s Policy and Procedure for the Effective Management of Employee Conduct.