

Meeting of
Lanarkshire NHS Board
28 May 2008

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SUBJECT: Revised *No Smoking Policy* and its implementation

1 PURPOSE

- 1.1 To present:
- 1 the NHS Lanarkshire revised *No Smoking Policy* (draft 11) and seek the Board's ratification of it; and
 - 2 the policy's implementation plan and seek the Board's agreement to it.

2 CONTENT/SUMMARY OF KEY ISSUES

- 2.1 The policy was first presented in draft to the Board at its December 2007 meeting.
- 2.2 Following this there was a staff consultation which ran from 18th January to 12th March. The key concerns arising from this and other enquiries were:
- i) The extension of no smoking to the grounds of NHS premises is legally unenforceable.
 - ii) Considerable apprehension about the potential risks to staff if they were to speak to a smoker contravening the policy. This is particularly the case in and around the accident & emergency departments at times when people might be under the influence of alcohol or drugs
 - iii) Considerable concern about the potential danger from attacks on night staff having to leave the grounds to smoke.
 - iv) Concern about the implementation among psychiatric inpatients, especially for those detained under mental health legislation. Experience elsewhere suggests it may be necessary to increase the delay in the implementation date to one year for this patient group.
 - v) The need for security staff in sufficient numbers to implement the policy and encourage people who are smoking to stop or to leave the premises.
 - vi) The success of the policy would be entirely dependent upon very considerable goodwill from staff, patients and visitors.
 - vii) The need for a strategy and methodology to ensure managers and staff are aware of this policy and its implications for them.
- 2.3 These issues and those arising from other enquiries were discussed by the Corporate Management Team with the following results:

- i) Additional security staff to enforce the policy would be taken on at each of the three acute sites, for three months in the first instance. They would need training on the policy.
- ii) Staff would not be required to ask strangers outdoors to stop smoking..
- iii) The policy would apply equally to all staff with regard to leaving the grounds if they wished to smoke in their unpaid breaks.
- iv) The implementation date of the policy for psychiatric inpatients should be one year after the initial implementation date
- v) There should be a significant publicity campaign to help ensure patients, the public, and members of staff were fully aware of the policy and its implementation dates.
- vi) The proposed implementation date is 1st August, 2008 for all except psychiatric inpatients whose proposed implementation date is 1st August, 2009.

2.4 The policy was amended to take account of these decisions and specific information from other sources. Key changes since the draft previously seen by the Board are:

- i) removal of the offer of three months nicotine replacement therapy (NRT) to staff who do not wish to quit smoking as this contravened the drug's licence.
- ii) addition of information about the legal fixed penalty that may be imposed for smoking indoors; this is in accordance with the Healthy Working Lives policy assessment tool
- iii) alteration of the condition of employment which now reflects only staff's smoking and not whether they ask others to stop smoking
- iv) inclusion of a reporting mechanism for staff's concerns about the policy in order for their concerns to be considered when it is next reviewed
- v) implementation date for psychiatric inpatients extended to 1st August, 2009
- vi) removal of flow chart for action by staff observing anyone who is not a member of staff smoking outdoors on NHS premises.

2.5 An Equality and Diversity Impact Assessment has been carried out on the policy and no material issues were identified that are not already being addressed.

3 ACTIONS

3.1 An implementation group has been convened. Its key tasks are listed in Table 1.

4 CONCLUSION

4.1 The Board is asked to:

- i) ratify the policy
- ii) confirm its implementation date of 1st August, 2008 and the implementation date for psychiatric inpatients of 1st August, 2009
- iii) agree to the implementation tasks.

5. FURTHER INFORMATION

For further information or clarification of any issues in this paper please contact:
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Dr D Moir
Director of Public Health
28th May, 2008

NHS LANARKSHIRE

NO SMOKING POLICY

REVISED _____ 2008

Draft 11, 28th May, 2008

To be reviewed six monthly in the first year of implementation and annually thereafter
Contact person: Lesley Armitage, Department of Public Health, NHS Lanarkshire

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1 INTRODUCTION

NHS Lanarkshire's March 2006 *No Smoking Policy* was developed to improve indoor air quality in accordance with the requirements of the *Smoking, Health and Social Care (Scotland) Act 2005*. This revised *No Smoking Policy* extends the earlier policy to cover all NHS Lanarkshire premises, both grounds and buildings.

2 RATIONALE

- 2.1 NHS Lanarkshire is committed to the improvement of the health of its employees, its patients and members of the public.
- 2.2 Smoking is the biggest single preventable cause of ill health and early death in our community: one in two smokers dies prematurely from their habit.. Approximately 1580 people in NHS Lanarkshire die annually from active or passive smoking, which is a quarter of all Lanarkshire deaths.¹
- 2.3 There have been reductions in hospital admissions for heart attack in Scotland and other countries associated with their implementations of smoking bans, and there is increased evidence of the health risks of passive smoking.
- 2.4 Approximately 60 of the 4,000 chemicals in tobacco smoke are known or suspected to cause cancer. Substances from tobacco smoke remain in the air when the smoke is no longer visible.
- 2.5 Smokers and non smokers are exposed to greater concentrations of tobacco smoke in small enclosed spaces such as vehicles.
- 2.6 Complaints have been received about the smoking outside Lanarkshire's acute hospital entrances which NHS Lanarkshire's 2006 *No Smoking Policy* has failed to prevent. It causes tobacco smoke to enter the buildings where it is a health hazard to staff working in the vestibules and the associated corridors.
- 2.7 Smoking on NHSL premises gives out mixed messages and has been criticised as such by members of the public.
- 2.8 Half Scotland's health boards already have smoke free grounds.
- 2.9 The 2004 Scottish Executive document *A Breath of Fresh Air for Scotland* challenges the NHS in Scotland 'to show leadership in the creation of smoke-free environments'.

¹ Whyte B, Gordon D, Haw S, *et al*, editors. *An Atlas of Tobacco Smoking in Scotland*. www.scotpho.org.uk/tobaccoatlas

3 AIM

- 3.1 To ensure the provision of a smoke free indoor and outdoor environment for all patients, staff and members of the public working in or on, or visiting NHS Lanarkshire premises, thereby demonstrating unequivocally NHS Lanarkshire's commitment to improving the health of the whole community.

4 KEY PRINCIPLES

- 4.1 It is tobacco smoke and its effects on those using it or exposed to it that is the problem rather than the people who smoke.
- 4.2 NHS Lanarkshire is enabled to comply with its statutory obligations and its duty of care to its staff, patients and members of the public with regard to tobacco smoke.
- 4.3 No patient, or member of the public or staff should be exposed to tobacco smoke within NHS Lanarkshire premises or grounds.
- 4.4 No patient or member of the public should be exposed to the smell of tobacco smoke emanating from a member of staff.
- 4.5 People who smoke have the right to exercise informed choice to smoke, except where that choice compromises NHS Lanarkshire's legal and moral responsibility to ensure a smoke free environment and to promote the health of the whole community.
- 4.6 Health improvement and the protection of patients, colleagues and members of the public from tobacco is the responsibility of all NHS Lanarkshire employees.
- 4.7 High quality specialist support to people wishing to quit is available from the Lanarkshire Stop Smoking Service
- 4.8 NHS Lanarkshire is committed to ensuring equitable treatment of all people irrespective of sex, race, age, disability, sexual orientation, ethnic origin, religion or belief.
- 4.9 NHS Lanarkshire will continue to raise awareness of the health risks associated with smoking and to monitor this policy.

5 SCOPE OF THE POLICY

5.1 Locations and vehicles

- 5.1.1 This policy covers:
- i) the buildings and grounds of all premises from which NHS Lanarkshire services are delivered, all premises owned or occupied by NHS Lanarkshire, and all vehicles parked on these premises
 - ii) NHS Lanarkshire vehicles and pool cars at all times

- iii) leased cars and personal vehicles when transporting other staff or patients within working hours and/or when on authorised business.

5.2 People

- 5.2.1 This policy applies to everyone in or on the premises or vehicles described in 5.1 above.

5.3 Exemptions

- 5.3.1 The *Smoking, Health and Social Care (Scotland) Act 2005* allows some legal exemptions to smoking in enclosed public places which are listed in *The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006* and any subsequent amended versions of it.

- 5.3.2 At present the following exempted categories apply within NHS Lanarkshire:

- i) 'designated rooms in psychiatric hospitals and psychiatric units'
- ii) 'designated rooms in adult care homes'.

- 5.3.3 Some long stay patients, for whom NHS facilities are their homes, come in to these categories.

- 5.3.4 The Regulations state that a 'designated room' must have '*a ventilation system that does not ventilate into any other part of the no smoking premises in question (except any other designated rooms)*'.²

- 5.3.5 The health consequences of smoking are such that the Scottish Government is considering removing psychiatric inpatients from the exemption list. NHS Lanarkshire, in keeping with practice elsewhere, proposes to extend the ban on smoking to psychiatric inpatients where the NHS facilities are not their homes , and will do this in a carefully planned way, in collaboration with patients and staff, taking account of patients who may be restricted or sectioned, and it will provide support to help smokers quit.

- 5.3.6 A number of NHS Lanarkshire psychiatric inpatient facilities have already voluntarily implemented a ban on smoking indoors.

6 POLICY IN PRACTICE

6.1 Implementation dates

- 6.1.1 This policy will be effective:

- i) from 1st August, 2008 for everyone except psychiatric inpatients
- ii) from 1st August, 2009 for psychiatric inpatients as in 5.3.5 above.

² The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006, section 1(2)

6.2 Employees

- 6.2.1 All staff, whether directly employed or working on a contract or *locum* basis are required to comply equally with the policy.
- 6.2.2 The policy applies to all staff in or on NHS Lanarkshire premises (section 5.1.1 above) regardless of whether they are on or off duty. This is because:
- i) they are representing NHS Lanarkshire and therefore its strategy on tackling smoking;
 - ii) it is important not to expose others to passive smoking; and
 - iii) it is unpleasant to many people to be cared for by someone emanating the smell of tobacco smoke.
- 6.2.3 Staff who wish to smoke are only permitted to do so during unpaid official breaks and only in line with section 5.1 of this policy.
- 6.2.4 Staff who smoke in uniform when they are off duty should be aware that this action compromises NHS Lanarkshire's health improvement message.
- 6.2.5 Staff who smoke will be allowed the same length and frequency of breaks as their non-smoking colleagues.
- 6.2.6 New staff will be made aware of the policy as part of their induction process.
- 6.2.7 Training on brief intervention for smoking cessation in order to help patients, colleagues, friends and family will be provided through the Lanarkshire Stop Smoking Service and may be requested by any member of staff.
- 6.2.8 If a member of staff breaches this policy they will be subject to procedures in accordance with NHS Lanarkshire's *Policy and Procedures for the Effective Management of Employee Conduct*.
- 6.2.9 Individuals need to be aware that they are breaking the law if they smoke within buildings, and that their offences may result in disciplinary actions. It should also 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.

6.3 Staff safety

- 6.3.1 Staff wishing to smoke in their unpaid meal breaks will need to leave NHS grounds to do so. This applies equally to all staff, and any such action is the responsibility of the individual member of staff.
- 6.3.2 At peak hours in Accident & Emergency departments people under the influence of drink or drugs may become aggressive or violent if asked not to smoke. If necessary enforcement staff may be employed.

6.4 Exposure of employees to passive smoking at work

6.4.1 NHS Lanarkshire recognizes its duty of care to its staff with regard to passive smoking, and staff's professional duty of care to their patients and to themselves. This policy reflects these duties of care when possible.

6.4.2 NHS premises

- i) Staff may occasionally be exposed to passive smoking by patients who are entitled to smoke in designated smoking rooms.
- ii) 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.
- iii) Staff with pre-existing conditions known to be exacerbated by second hand smoke should not be asked to enter them at all.
- iv) As far as reasonably practical, and taking into account staff's professional responsibilities towards their patients, staff are entitled to refuse to enter designated smoking rooms.

6.4.3 Patients' own homes

- i) In order to protect staff who visit patients in their own homes, patients and their families, when reasonably practical, will be requested not to smoke for the duration of the visit and for an hour beforehand.
- ii) Where patients and their families repeatedly ignore such requests, and in exceptional circumstances, 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.

6.5 Support for staff who smoke

6.5.1 Staff who smoke will be encouraged to seek support to quit.

6.5.2 The Lanarkshire Stop Smoking Service provides specialist support and groups are held in the community throughout Lanarkshire and at different times of day. In order to support employees who smoke, specialist stop smoking support groups will be provided from time to time on acute hospital sites, and on other sites if there is sufficient demand to make them viable.

6.6 Responsibilities of staff

6.6.1 Employee

- i) To comply with the policy as part of the terms and conditions of employment with regard to their own smoking.
- ii) To support the policy, and to follow the guidance (Appendices 2 & 3) if they observe anyone smoking indoors or a member of staff smoking outdoors on NHS Lanarkshire premises.

6.6.2 Manager/Supervisor

- i) To ensure all staff they line manage are aware of this *No Smoking Policy* and of their responsibility for complying with it and supporting it.
- ii) To support any employee who expresses a desire to stop smoking.

- iii) To ensure the policy is being adhered to in his/her area of responsibility, and to handle any breaches in a considered and thoughtful manner in accordance with NHS Lanarkshire's *Policy and Procedures for the Effective Management of Employee Conduct*.

6.6.3 Human Resources

- i) To provide support and advice to managers to help them to apply the staffing elements of the policy effectively.
- ii) To include a briefing on the policy at staff induction.

6.6.4 Stewards/Representatives

- i) To provide support and advice to their members.
- ii) To ensure that the policy is used appropriately.

6.6.5 Occupational Health

- i) To provide advice and contact details of the Lanarkshire Stop Smoking Service to those employees who wish to stop smoking.

6.6.6 Reporting mechanisms

- i) People seen to smoke in or on NHS premises - see Appendices 2 and 3
- ii) Employee concerns or issues about the policy - e-mail or write to Lesley Armitage as indicated below so that concerns can be considered when the policy is reviewed.:

Department of Public Health
NHS Lanarkshire
14 Beckford Street
Hamilton
ML3 0TA
e-mail: lesley.armitage@lanarkshire.scot.nhs.uk

6.7 **Patients**

6.7.1 Inpatients and outpatients

- i) No patient should be exposed to harmful tobacco smoke while in or on NHS Lanarkshire premises.
- ii) Patients are not allowed to smoke in or on NHS Lanarkshire premises (see section 5.1 above).
- iii) Patients will be advised of the NHS Lanarkshire *No Smoking Policy* prior to planned admissions or attendances as outpatients.
- iv) Patients will be encouraged to stop smoking before a planned admission.
- v) If desired, inpatients who smoke will be offered specialist support, and nicotine replacement therapy (NRT) if it is appropriate to their clinical condition.
- vi) If a patient repeatedly breaches the *No Smoking Policy* s/he will be dealt with in line with NHS Lanarkshire's *Policy for the Prevention and Management of Violence and Aggression to Staff* because of the danger caused by tobacco smoke and fire risk to other people.

6.7.2 Long stay patients

- i) When the NHS facilities are considered to be their homes these patients are currently subject to legal exemptions (see section 5.3 above).
- ii) While they continue to be exempt their choice to smoke will be acknowledged by designated smoking areas outdoors and/or indoors, but designated rooms will only be provided where space permits, with priority being given to the provision of a non-smoking common room.
- iii) NHS Lanarkshire will provide these inpatients with specialist stop smoking support if desired.

6.7.3 Psychiatric inpatients (not long stay)

- i) This *No Smoking Policy* applies to these patients but for them its implementation date is one year later in order to allow adequate preparation and appropriate arrangements to be set in place.
- ii) Until this implementation date these inpatients will only be allowed to smoke in designated smoking rooms or outdoors in designated areas close to their inpatient premises.
- iii) Specialist support will be provided to help patients stop smoking.

6.7.4 Patients in their own homes

- i) A patient information leaflet will be made available explaining the policy and providing advice on cessation support.
- ii) In order to protect staff who visit patients in their own homes, patients and their families will be requested not to smoke for the duration of the visit and for an hour beforehand.
- iii) Where patients and their families repeatedly ignore such requests, and in exceptional circumstances, staff will be entitled to discuss alternative care arrangements with their line managers including, if feasible, to visit them at another agreed and smoke free location.

6.7.5 Implementation

Overall responsibility for the implementation of this policy with respect to patients rests with the appropriate Director of the Acute Services or Community Health Partnerships.

6.8 People who are not staff or patients

6.8.1 Smoking is not permitted in any of the locations listed in section 5.1.

6.8.2 A copy of the *No Smoking Policy* will be given to all contractors as part of the tendering information and on commencement of work.

6.8.3 The *No Smoking Policy* will be issued to all suppliers.

6.8.4 Information for members of the public will be included in the information packs sent to patients and supplied on the wards. It will explain the *No Smoking Policy* and provide advice on cessation support. It will emphasise the support that smokers need when they are trying to quit and discourage the supply of tobacco products to patients.

- 6.8.5 If a member of the public repeatedly breaches the *No Smoking Policy* they will be asked to leave the premises. Where appropriate NHS Lanarkshire's *Policy for the Prevention and Management of Violence and Aggression to Staff* will be used because of the danger caused by tobacco smoke and fire risk to other people.

7 PROMOTION OF TOBACCO

- 7.1 In line with NHS Lanarkshire's desire for active discouragement of 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.

8 SOURCES OF HELP TO STOP SMOKING

8.1 Outpatients and members of the public

- 8.1.1 Access to specialist support to quit smoking is as follows:

i) NHS Lanarkshire area
Lanarkshire Stop Smoking Service, which is located in sites across NHS Lanarkshire health board area:
0845 217 7707

ii) NHS Greater Glasgow and Clyde
Smoking Concerns which is located in sites across Greater Glasgow and Clyde health board area:
0141-201 9825
<http://www.smokingconcerns.com/>

- 8.1.2 Assistance is also available from GP practices and from the national *Smokeline*:
0800 84 84 84.

8.2 Staff

- 8.2.1 Staff can contact specialist support to quit smoking using the details in 8.1 above as appropriate.

- 8.2.2 Health advice can be obtained from the Occupational Health Department:

SALUS Occupational Health & Safety
Centrum Park
Hagmill Road
Coatbridge
ML5 4TD

Tel: 01236-438 181

Fax: 01236-438 180

E-mail: info@salus.co.uk

8.3 Inpatients

- 8.3.1 Hospital based support from Lanarkshire Stop Smoking Service is available on the Monklands, Wishaw and Hairmyres acute hospital sites to all patients wishing to stop smoking.
- 8.3.2 Written information on this policy will be provided to all planned care patients before they are admitted to hospital.
- 8.3.3 All inpatients will be asked as part of their admission procedures whether they smoke. If they do so the health professional concerned will provide brief advice and offer to refer the patient to the Lanarkshire Stop Smoking Service in hospital.
- 8.3.4 During their stay any inpatient who is a smoker and later decides to seek support should ask the ward staff for a referral to the Lanarkshire Stop Smoking Service in hospital, or on discharge to the Lanarkshire Stop Smoking Service in the community.
- 8.3.5 If it is appropriate to their clinical condition nicotine replacement therapy (NRT) will be provided to inpatients who need it to reduce their withdrawal symptoms resulting from this smoking policy.

9 SIGNAGE AND VEHICLES

- 9.1 NHS Lanarkshire will display no smoking signs on all its premises and vehicles.
- 9.2 Signs at the entrances to grounds will be visible to pedestrians and drivers as they approach the grounds.
- 9.3 Signage at the entrance and within buildings will comply with the *Smoking, Health and Social Care (Scotland) Act 2005*.
- 9.4 The signs will display the name of the person who should be contacted with complaints or information about people observed smoking on the premises. This is the:
 - General Manager
 - Property & Support Services
 - Tel: 01698-24 52 52
- 9.5 Staff who observe anyone smoking should follow the flow charts in Appendices 2 and 3.

10 RECRUITMENT

- 10.1 This policy will form part of all employees' contractual terms and conditions of employment. Information on the policy is included in the Job Description Pack sent to all applicants.

11 ENFORCEMENT AND COMPLIANCE

- 11.1 Under the national legislation and this policy it is the responsibility of all directors, managers and employees to ensure compliance with the policy.
- 11.2 It will be the responsibility of line managers to ensure that all staff and service users are informed of the policy and to ensure adherence within their departments.
- 11.3 If a member of staff breaches the No Smoking Policy s/he will be subject to NHS Lanarkshire's *Effective Management of Employee Conduct*.
- 11.4 If such an action breaches the smoke-free legislation (or constitutes a health and safety hazard) disciplinary proceedings may be invoked as a first line measure.
- 11.5 Anyone smoking in an enclosed space as defined by the *Smoking, Health and Social Care (Scotland) Act 2005* and its associated *Regulations* is breaking the law and may be liable to a fixed penalty of £50 imposed by the external agencies legally responsible for its implementation.
- 11.6 In the case of a breach of the smoke-free legislation a Datix Incident Form should be completed to ensure the incident is duly recorded, and the fact of the incident [for confidentiality reasons personal details will not be included] reported to the General Manager, Property & Support Services, Tel: 01698-245252.
- 11.7 In view of the potential risk to staff of asking people not to smoke, in particular in the three acute hospital Accident and Emergency departments, enforcement staff may be employed.
- 11.8 All staff, irrespective of grade or discipline, should encourage patients, members of the public and other staff not to smoke on site.

Note The *Smoking, Health and Social Care (Scotland) Act 2005* 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.

12 MONITORING

- 12.1 It is the responsibility of the organization to implement and monitor the policy.
- 12.2 It is the responsibility of all employees to adhere to and promote the principles of the policy and to report any breaks in compliance to their managers
- 12.3 A record will be kept by the General Manager, Property & Support Services, of all complaints made and s/he will be responsible for the overall monitoring and annual reporting of this policy.
- 12.4 The policy will be subject to review twice yearly in the first year and then biannually.

Appendix 1 Legal basis

NHS Lanarkshire's Legal obligations

By law NHS Lanarkshire is responsible for:

- Maintaining a safe, healthy working environment
- Protecting the health of patients, staff, members of the public and contractors from hazardous environments
- Making sure that staff understand their responsibilities to take reasonable care of the health and safety of themselves and of others

Legal instruments:

- Health & Safety at Work Act 1974
- The Workplace (Health, Safety & Welfare) Regulations 1993
- Employment Rights Act 1996
- The Disability Discrimination Act 1995
- Safety & Health of Pregnant Workers (Directive 92/85/EEC)
- Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The Smoking, Health & Social Care (Scotland) Act 2005
- The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006.

NHS/Government documents:

- Department of Health. *Smoking Kills: A White Paper on Tobacco*. 1998. London, The Stationery Office
- Scottish Office, *Towards a Healthier Scotland: A White Paper on Health*. 1999. Edinburgh, The Stationery Office
- Scottish Executive. *Our National Health: A plan for action, a plan for change*. 2000. Edinburgh, The Stationery Office
- Scottish Executive. *Cancer in Scotland: action for change*. 2001. Edinburgh, The Stationery Office
- Scottish Executive. *Improving Health in Scotland - the challenge*. 2003. Edinburgh, The Stationery Office
- Scottish Executive. *Partnership for Care - Scotland's Health White Paper*. 2003. Edinburgh, The Stationery Office
- *On the state of public health*, Chief Medical Officer's annual report, 2003.
- The Scottish Executive, *A Breath of Fresh Air for Scotland - improving Scotland's Health: The Challenge - Tobacco Control Action Plan*. 2004. Edinburgh, The Stationery Office
- ASH Scotland/Health Scotland, *Smoking Cessation Guidelines for Scotland*, 2004 update, Edinburgh
- Glasgow Alliance, *Glasgow Tobacco Strategy*, 2004. Glasgow

Appendix 2: Flow chart for staff observing any member of staff smoking outdoors on NHS premises

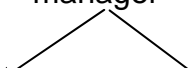
Staff member observes another staff member smoking outdoors on NHS premises



Staff member politely informs the person that they are in a no smoking area and requests person to stop smoking



If person refuses to do so, staff member should walk away and inform their own line manager



Smoker managed by same line manager

Line manager discusses the incident with the smoker and if necessary s/he will take action in accordance with NHS Lanarkshire's *Policy and Procedures for the Effective Management of Employee Conduct*

Smoker managed by different line manager

Line manager will inform line manager of smoker who will discuss the incident with the smoker and if necessary s/he will take action in accordance with NHS Lanarkshire's *Policy and Procedures for the Effective Management of Employee Conduct*



The line manager of the smoker should complete a Datix Incident Form and, in order to identify problem locations and times, report the fact of the incident [for confidentiality reasons personal details will not be included] to:

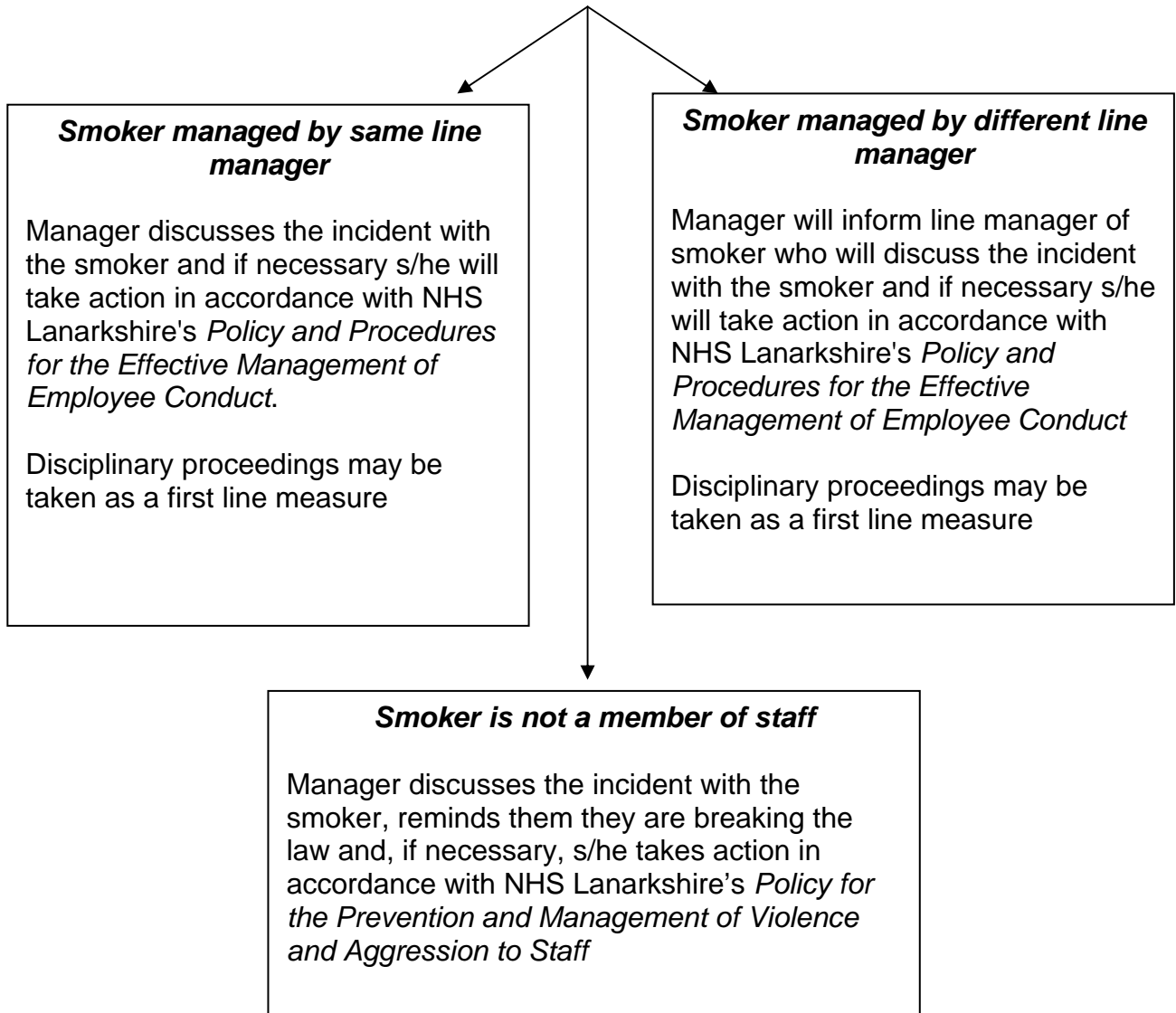
General Manager
Property & Support Services
Tel: 01698-245252

Appendix 3: Flow chart for patient, member of public or staff member aware of someone smoking indoors on NHS premises

Patient, member of public or staff member observes someone smoking indoors on NHS Lanarkshire premises



If they feel able to do so. they should politely explain to the smoker that it is against the law to smoke indoors, request the person to stop smoking, and/or inform the departmental manager



The line manager of the smoker, or in the case of the smoker not being a member of staff the manager responsible for that part of the premises, should complete a Datix Incident Form and, in order to identify problem locations and times, report the fact of the incident [for confidentiality reasons personal details will not be included] to:

General Manager
Property & Support Services
Tel: 01698-245252

Table 1 Key implementation tasks for revised No Smoking Policy

- 1 Signs advising no smoking in NHS grounds
Purchase signs and erect them:
 - i) where people enter the grounds on all major sites
 - ii) on the external walls of small sites such as health centres and clinics
 - iii) indoors as people leave buildings to remind them not to light up as they leave the building.
- 2 Old indicators of where smoking was allowed
Remove white lines outside buildings and the associated 'ash trays'
- 3 Additional security staff to enforce policy
Employ staff and arrange for their training
- 4 Support for staff who smoke
 - i) Establish programme of stop smoking groups for staff, initially on acute hospital sites
 - ii) Arrange supply of NRT for staff trying to quit through the Lanarkshire Stop Smoking Service
- 5 Advice for patients
 - i) Prepare promotional information for wards and for emergency admissions
 - ii) Prepare *aide-mémoire* of brief advice for staff to give patients
 - iii) Continue the brief intervention training programme for various NHS staff
 - iv) Ensure documentation sent out to
 - outpatients
 - inpatients due to receive planned care
 - patients due to receive planned care in the communityincludes relevant information about the policy
- 6 Staff working in smokey environments
Prepare guidance for staff
- 7 Publicity campaign
 - i) Rent and prepare large hoardings for major NHS sites
 - ii) Arrange awareness raising campaign for staff and for the public which will include local press, radio and, if possible, television coverage
 - iii) Arrange a presence by the Lanarkshire Stop Smoking Service in the acute hospital foyers for the first two weeks (possibly more) after implementation
 - iv) Ensure there is knowledge of the policy and its personal implications for managers and staff in the:
 - acute hospitals
 - North and South Lanarkshire Community Health Partnerships
 - Finance and other departments outwith the above
- 7 New staff
Ensure awareness of policy is part of induction programme for new staff

8

Monitoring policy

Ensure procedures to report incidents are in place
Arrange for review of incidents