

Tobacco Free Smoke Free Environment Policy

Board library Reference	Document author	Assured by	Review cycle
P079	Head of Health and Safety	Quality and Standards Committee	3 Years

This document is version controlled. The master copy is on Ourspace.

Once printed, this document could become out of date.

Check OurSpace for the latest version.

Contents

1. Introduction	3
2. Purpose	3
3. Scope	4
4. Policy Statement	4
4.1 General Policy Statement	4
4.2 Approach for Service Users	5
4.3 Visitors, Carers and Relatives	5
4.4 Trust Employees, Contractors, Visitors and other persons	6
5. Implementation Standards	6
6. Roles and responsibilities	7
6.1 Executive Directors	7
6.2 Managers	7
6.3 Staff	7
6.4 Role of Stop Smoking Practitioners	7
7. Managing breaches of the Tobacco free Smoke free Policy	8
8. Training	8
8.1 Basic Awareness Smoking Awareness Training - Mandatory	9
8.2 Brief Advice Smoking Cessation Training (Level 1) - Mandatory	9
8.3 PGD for NRT Workshops for Inpatient Nurses and Pharmacists	9
8.4 Stop Smoking Practitioner Training (Level 2)	9

Tobacco Free Smoke Free Environment Policy

8.5	Smoking Cessation Champions	10
9.	Monitoring and audit	10
9.1	Clinical Indicators	10
9.2	Non Clinical Indicators.....	10
10.	References.....	10
11.	Related Procedural Documents	10
12.	Acknowledgements	11
13.	Appendices.....	11

1. Introduction

Tobacco smoking remains the single largest preventable cause of ill health and premature death in England from respiratory disease, circulatory disease and cancers.

One in two long-term smokers die prematurely as a result of smoking related harm, half of these during middle age. On average, every smoker will lose 10 years of life and will experience many more years of ill-health than a non smoker.

People with mental health conditions, due to higher rates of smoking, have a disproportionately higher impact rate of disease and ill-health. Smoking prevalence rates are significantly higher among people hospitalised with a mental health condition, where 70% or more of service users smoke and around 50% are dependent smokers.

Such high levels of smoking impact on the health of this population, and research has shown that people living with a mental health condition have the poorest physical health. A recent UK study has highlighted that men and women living with schizophrenia die on average 20 and 16 years respectively earlier than the national average, and the death rate from respiratory disease is three times higher in this group.

All NHS services and particularly those staff in a clinical role should promote healthy lifestyle behaviour and choices to service users, visitors and people in the community. This is supported by:

All professional codes of conduct set out the expectations on registered practitioners to protect and promote the health of patients and the public and prevent the risks of harm or ill health.

Section 2(2)(e) of the Health and Safety at Work Act 1974 places a duty on employers to: '...provide and maintain a safe working environment which is, so far as is reasonably practical, safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work'.

NICE has issued public health guidance on brief interventions and referrals to specialist services to help people who smoke to stop. This also applies to professionals working in local health services, including mental health services (NICE PH48).

The Care Quality Commission (CQC) essential standards of quality and safety include a focus on strategic partnerships to tackle health inequalities and ill health by implementation of effective health promotion and health improvement programmes, including stop smoking support.

It should be noted that the right to smoke is an often stated objection to counter smoke-free policies. This was tested in the British High Court in 2008 (Regina (G) v Nottingham Healthcare NHS Trust) where the judge said that, '*Smoking is not a basic human right and concluded that strict limitations upon smoking were justified.*'

It is therefore reasonable to expect AWP to take action to preserve the health of service users and staff from the harmful effects of tobacco smoke.

2. Purpose

The aim of this policy is to provide safe, tobacco-free and smoke-free environments across the Trust that promotes healthy lifestyles for service users and staff. This requires the abstinence of tobacco and/or smoking by staff and service users. The Trust will support service users and staff in managing their tobacco and/or nicotine dependency during their stay or visits to AWP buildings and grounds.

In particular this policy will:

- Adhere to the Smoke Free (Premises and Enforcement) Regulations 2006 which made it a criminal offence to smoke in virtually all 'enclosed' and 'substantially enclosed' public places and workplaces. The law applied to Mental Health Units from 1st July 2008.

Tobacco Free Smoke Free Environment Policy

- Enable the Trust to become a Tobacco free Smoke free organisation.
- Reduce harm from tobacco.
- Enable staff to deliver successful smoking cessation interventions.
- Support staff with abstinence and/or a quit attempt.
- Provide a healthy tobacco free, smoke free environment for service users, staff, carers and visitors.
- Offer a range of smoking cessation support to service users during periods of abstinence or if they wish to make a quit attempt.
- Deliver the NICE guidelines for smoking cessation in secondary care (PH48)

3. Scope

This policy applies to all tobacco and smoking products which will not be permitted on any Trust sites and premises. In supporting abstinence, electronic cigarettes will be permitted in specified circumstances. Further details, including definitions of the different products can be found in the Tobacco free Smoke free procedure.

This policy applies to all staff, service users, visitors, contractors and other persons who enter any AWP premises and sites (leased or owned) for any purpose at any hour whatsoever.

This policy applies to staff visiting service users or carers in their home. It also applies to Trust vehicles and to lease cars during business usage and to vehicles parked on Trust grounds.

The Trust considers that electronic cigarettes should not be treated in the same way as tobacco products, because they do not carry the same risk to health, hence their permitted use in specified circumstances.

This policy should be read in conjunction with the following procedures and documents:

- [Tobacco-free Smoke-free Procedure](#)
- [Electronic Cigarettes for Service Users Guidance](#)
- [AWP Patient Group Direction \(PGD\) for NRT](#)
- [Frequently Asked Questions](#)
- [NICE Guidance for Smoking Cessation in Secondary Care \(PH48\)](#)
- [Staff health and Well-being Policy](#)

4. Policy Statement

4.1 General Policy Statement

The Trust expects all staff to ensure this policy is enforced. In most circumstances all staff should approach service users to ask them to stop smoking (or vaping) if they are doing so in any way that breaches the policy. The Trust does not expect staff to intervene with service users if it places them in an unsafe, difficult or overly challenging situation to do so, but they should seek to manage the breach to minimise its impact.

This policy sets out the requirements for all staff employed by AWP to promote healthy behaviours. It applies to all staff and services with no exception.

There will be a dedicated Tobacco free Smoke free Environment page on Our Space to support the implementation of this policy and on-going guidance for maintaining tobacco free, smoke free environments and providing clinical support to services users and staff during abstinence and quit attempts.

Communications from the Trust should carry the message that AWP is a tobacco free smoke free Trust. This will be in addition to appropriate signage and posters displayed at all premises.

The Trust prohibits the selling and purchasing of tobacco products and associated paraphernalia on its sites or during working hours.

4.2 Approach for Service Users

All staff working with service users in clinical services are specifically tasked with screening for smoking status and providing very brief advice – ASK, ADVISE, ACT. They should record that smoking status in RiO along with what interventions the service user has agreed. Interventions may include Nicotine Replacement Therapy, other prescribed stop smoking medication and specialist assessment and behavioural stop smoking support. Access may include referral to stop smoking interventions from a trained practitioner; therefore all clinicians must be familiar with the local care pathway for people who are tobacco and/or smoking dependent.

Some registered clinicians or staff members will be trained as L2 Stop Smoking Practitioners and will be able to undertake responsibility for the assessment and treatment of tobacco and/or smoking dependence. The extent and the nature of the interventions delivered will be dependent on the staff member's role and the service user's choice.

All screening, assessment and intervention **must be recorded** on RiO for all service users. Any interventions should be detailed in a service users' Care Plan ([see guidance](#)).

Service users being supported in their home or community settings will be asked to provide a tobacco free, smoke free room or environment when receiving home visits from Trust staff.

Service users are permitted to vape (use of electronic cigarettes) within designated outdoor areas of AWP inpatient services and on AWP premises and/or grounds ([Electronic Cigarettes for Service Users Guidance](#))

All clinicians and staff working in clinical services in community settings are expected to inform and prepare service users in advance of an admission to hospital that these environments are tobacco-free and smoke-free.

Dedicated information leaflets on:

[Smoking and Your Health](#),

[Tobacco free Smoke free Environments](#)

[Guidance on E-cigarettes for service users, carers and visitors](#)

should be made available as appropriate to service users during their contact with AWP services.

4.3 Visitors, Carers and Relatives

All visitors, carers and relatives to AWP sites will be given information regarding AWP's tobacco free, smoke free status and how they are required to assist staff and service users in maintaining a tobacco free smoke free environment. [Guidance on E-cigarettes for Service Users, Carers and Visitors](#) should be made available where appropriate.

Visitors and carers will be advised of the list of the contraband items which includes tobacco, cigarettes, lighters, and matches. Any visitor who is found to be supplying service users with contraband items on AWP premises will be reminded about the policy and asked to support the service user's treatment plan.

All visitors, carers and relatives will be informed that it is the policy of the Trust that visitors, carers, relatives and other persons are **not** permitted to smoke or vape on AWP premises, buildings or grounds.

4.4 Trust Employees, Contractors, Visitors and other persons

Trust employees, visitors, contractors and other persons are not be permitted to smoke on AWP premises or grounds or in the presence of service users and carers in the community.

Job adverts for the trust will include reference to the Tobacco free Smoke free Environment Policy and indicate that adherence to it will be contractual. Tenders and contractors with AWP should stipulate adherence to this policy as a contractual condition.

The Working Environment

Staff are not be permitted to smoke tobacco products whilst on duty, whether on Trust premises, on other Trust grounds or out in the community. Staff may leave Trust premises during unpaid breaks if they wish to smoke; they must avoid standing immediately outside Trust buildings or exits where they can be recognised as healthcare workers. Staff must also be mindful of public perception and avoid smoking when in uniform or when they can otherwise be identified as employees of Avon and Wiltshire Partnership Mental Health Care NHS Trust.

Staff are **not** permitted to vape with electronic cigarettes on AWP premises or grounds. For the same reasons above, staff should exercise discretion when vaping off AWP premises or grounds.

Staff must not smoke or vape with service users or carers whilst at work under any circumstances.

Staff must not smoke whilst travelling in Trust vehicles; this includes vaping.

Staff must maintain the security of any tobacco, smoking or electronic cigarette products that they carry onto Trust premises or grounds.

Staff Support

The Trust recognises that tobacco and nicotine is highly addictive and adherence to the tobacco free, smoke free policy will be a challenge for some members of staff.

The Trust will expect staff to be abstinent during business/ contracted hours (as summarised in above section for details) and will offer support for those staff who seek a quit attempt.

Staff who do not want to stop smoking will be encouraged to use NRT to manage the symptoms of nicotine dependency whilst on duty. Staff should be aware that if they smoke in their unpaid breaks and return to work, the odour of cigarettes may be offensive to service users and detrimental to the Tobacco free Smoke free Environment status of the Trust. For this reason, those staff who do not use NRT are asked to consider using electronic cigarettes as an alternative when on duty.

AWP will support staff who seek a quit attempt in accessing stop smoking support and advice from trained L2 Stop Smoking Practitioner colleagues during work time and/or from the Trust's Occupational Health service and/or signposting to their local Stop Smoking Services as appropriate.

In addition, employees can claim reimbursement from the Trust (as part of an agreed quit attempt) for a one-off twelve week prescription for NRT (Nicotine Replacement Therapy) from their GP or smoking cessation clinic. Agreement by line managers, with appropriate record keeping and referral for additional interventions/support (as above) must be completed. Receipts showing the amount paid for NRT and a copy of the GP/clinic prescription should be sent to Payroll to support the claim using the Trust Expenses system. Some areas will instead provide a voucher that can be used for the same purpose (dependant on local stop smoking services variation).

5. Implementation Standards

Implementation standards can be found in this policy and the [Tobacco Free Smoke Free Procedure](#). They are supported by the other guidance documents listed under Section 3. Scope (page 3).

6. Roles and responsibilities

6.1 Executive Directors

The responsibility for overseeing the implementation of this policy rests with the Chief Executive, and the Executive Directors. They (along with managers) carry responsibility for the day to day implementation. This includes challenging breaches of this policy.

6.2 Managers

The day to day responsibility for implementation rests with matrons and managers (along with directors).

All managers should ensure

- All staff in their services are fully supported in reminding other people of the Trust's Tobacco free Smoke free Environment Policy.
- Full compliance by their services with this policy and associated procedures and act as a role model for other staff and service users.
- Staff do not take smoking/vaping breaks during business/contracted hours and if they vape in unpaid breaks they do so safely and with discretion off AWP grounds and premises.
- Staff who smoke and who want to quit are supported to access smoking cessation during work time either from L2 Stop Smoking Practitioner (colleagues) or their local stop smoking services.
- Risk assessments of any situation where a service user continues to smoke/consume tobacco and manage these risks appropriately.

6.3 Staff

All staff members within the Trust have a duty to comply fully with this policy. This includes challenging breaches of this policy. Failure to comply with this policy may result in the Trust taking disciplinary action against the member of staff.

All employees of AWP are responsible for ensuring that the Trust's policy for tobacco free, smoke free environments is enforced across all Trust sites, premises and grounds.

6.4 Role of Stop Smoking Practitioners

Stop Smoking Practitioners who have been trained are expected to support delivery of this policy through the provision of smoking cessation interventions to service users and staff. They are seen as clinical champions for smoking cessation and the tobacco free smoke free agenda across the Trust.

Their role is to:

- Advise other staff in how to manage temporary abstinence from tobacco by supporting those smokers who do not wish to quit.
- Following a referral, both ward and community staff should carry out a comprehensive assessment of a smoker's needs, including the severity of tobacco dependency, service user preference for treatment, assessment and recommendation for the use of stop smoking pharmacotherapies.
- Provide support to smokers who wish to make a planned quit attempt.
- Deliver one to one, drop in and group based treatment to service users and staff who smoke.
- Consider access to NRT pharmacotherapy in line with trust protocols. This should involve liaison with NMPs or prescribers as appropriate. Within inpatient settings this can result in a

Tobacco Free Smoke Free Environment Policy

regular prescription of NRT. Within community settings Stop Smoking Practitioners, in liaison with NMPs and prescribers, should identify the most appropriate local care pathway for NRT prescriptions, limiting the use of FP10 prescriptions.

- Liaise with prescribers (ward, community, primary care) to discuss potential interactions of stopping (and restarting smoking) and psychotropic medication.
- Minimize withdrawal symptoms through optimising adherence to pharmacotherapy (e.g. correct technique, sufficient dose and length of treatment)
- Provide intensive psychological, behavioural and social support to assist the smoker
 - understand the personal relevance of smoking
 - cope with cravings
 - maximize motivation and commitment
 - maintain abstinence
 - maximize mental health
 - maximize physical health
- In collaboration with the smoker and their inpatient/community team, formulate, document and evaluate personal tobacco dependence treatment/care plans.
- For service users who have made a quit attempt during admission and who wish to maintain their abstinence, ensure a seamless handover to either another L2 Stop Smoking Practitioner in the community team or, or the GP or the local Stop Smoking Service.

7. Managing breaches of the Tobacco free Smoke free Policy

The Trust expects all staff to ensure this policy is enforced. In most circumstances all staff should approach individuals (whether staff or service users or visitors) to ask them to stop smoking (or vaping) if they are doing so in any way that breaches the policy. The Trust does not expect staff to intervene if it places them in an unsafe, difficult or overly challenging situation to do so, but they should seek to manage the breach to minimise its impact.

Our expectation is to promote and develop a culture across all our buildings and sites that tobacco and smoking is unacceptable and that everyone respects this. Shifts in culture and behaviours can take time and will not be achieved simply by releasing policies and guidance. The required culture change will be achieved if we stay committed to Tobacco free and Smoke free environments becoming a reality and respond to situations when this does not happen as a breach and an opportunity to engage rather than a failure.

More detail on managing breaches of the Tobacco Free Smoke Free Policy is contained within the [Tobacco Free Smoke Free Procedure](#).

AWP will support staff with concerns and act upon any reports of breaches of this policy.

8. Training

This policy requires a competent workforce that has a range of knowledge and skills in relation to tobacco dependence relevant to their role and professional training. The Trust will provide a training pathway to enable clinical teams to provide a safe and appropriate skill mix to meet the tobacco dependence needs of their service users.

The Trust's overarching policy for training is the [Learning and Development Policy](#) which should be read in conjunction with this policy.

The training standard agreed for this policy (set out below) with the Learning and Development Team have been informed by statutory requirements, professional standards and national best practice. The matrix shows which disciplines are eligible for each training course; only the basic

Tobacco Free Smoke Free Environment Policy

awareness and brief advice e-learning courses are a requirement on all staff, where the stop smoking practitioner (L2) and PDG for NRT training is optional to staff from these disciplines.

Training course	Refresher Period	Administration / Managerial (Corporate)	Administration Support Staff (Service Delivery)	Doctors - career & training grade	Executive and Senior Management	Non-Registered Community	Non-Registered Inpatient	Registered Community	Registered Inpatient	Allied Health Professionals - Therapists, Social Workers, Drug & Alcohol workers			
Smoking Cessation - Basic Awareness (elearning)	Once only	✓	✓		✓								
Smoking Cessation - Brief Advice (elearning)	Two yearly			✓		✓	✓	✓	✓	✓			
Smoking Cessation - Stop Smoking Practitioner (classroom)	Annually			✓		✓	✓	✓	✓	✓			
PGD for NRT (two-hour workshop)	Three yearly							✓	✓				

**NOTE: Whilst the training standard identifies non-registered staff as eligible for L2 Stop Smoking Practitioner Training this will not be implemented immediately, with priority given to registered practitioners.*

Monitoring of training compliance against the essential skills training will be achieved through a monthly CQUIN training report for all LDUs that can be found on the L&D Training Reports page on Our Space (and is based on data held in the Trust MLE system).

Staff appraisals and personal development plans should reflect their training needs to deliver tobacco dependence treatment to service users.

8.1 Basic Awareness Smoking Awareness Training - Mandatory

All non-clinical staff **must** complete the basic smoking awareness e-learning module once to support their understanding of working within a tobacco free smoke free NHS organisation.

8.2 Brief Advice Smoking Cessation Training (Level 1) - Mandatory

All clinical staff **must** complete the brief advice smoking cessation e-learning module which will provide them the knowledge to screen for, identify, provide brief advice and offer NRT or referral – ASK, ADVICE, ACT.

8.3 PGD for NRT Workshops for Inpatient Nurses and Pharmacists

This is a two hour workshop for inpatient registered nurses and pharmacists to supply and administer NRT under the AWP NRT Patient Group Directive (PGD).

Inpatient Nurses and Pharmacists working under the PGD for NRT must also be compliant in the following training

- E-learning module on Homely Remedies (Medication Management Module)
- E-learning module on Smoking Cessation Brief Advice (L1)

8.4 Stop Smoking Practitioner Training (Level 2)

Any staff (as shown in matrix) who have completed the Brief Advice Smoking Cessation e-learning module, with an interest in offering specialist assessment and interventions for smoking cessation must attend a Trust approved Level 2 training course. This may either be a Trust internal training course or a local Public Health run course within the local geography of the Trust. This training is usually classroom based for 1 or 2 days and requires an annual refresher.

Every community and inpatient team should have at least one member of staff trained to this level to provide the specialist assessment and interventions to services users (and staff) who wish to make a quit attempt.

8.5 Smoking Cessation Champions

All clinicians able to prescribe or supply and administer NRT (under a PGD, as a NMP or prescriber) and all Stop Smoking Practitioners are identified as smoking cessation champions for their team. Ward and community teams may identify other members of the team as smoking cessation champions who can support the wider tobacco-free smoke-free agenda within the Trust. Every inpatient and community team should have at least one identified smoking cessation champion.

9. Monitoring and audit

9.1 Clinical Indicators

The Trust Physical Healthcare Group will be able to monitor training compliance reports and use data from CQUIN 3a and 9 audits to analyse the quality of screening, assessment and interventions being provided to service users.

The Trust Physical Healthcare Group will be able to monitor the usage of NRT and the provision of a Trust approved single-use electronic cigarette (see [Electronic Cigarettes for Service Users Guidance](#) for more details) across services in the Trust via Pharmacy dispensing and stock data.

9.2 Non Clinical Indicators

The Health, Safety, Security and Fire Management Group will monitor fire & smoking related incidents to determine compliance with this policy

The Operations Directorate will review compliance with the policy on an annual basis, liaising with estates and maintenance throughout the year, to identify any problem areas where damage is occurring and reviewing fire or smoke related incidents.

10. References

[Tobacco Harm Reduction \(PH45\) NICE](#)

[Smoking Cessation - Acute, Maternity and Mental Health Services PH48 NICE](#)

[Smoking and Mental Health](#) - Royal College of Psychiatrists

[Smoking and Mental Health Primary Care Guidance](#) – Mental Health Foundation

11. Related Procedural Documents

[Physical Healthcare Policy](#)

[Fire Safety Policy](#)

[Recognition, Prevention and Management of Violence & Aggression Policy](#)

[Incident Management Policy](#)

[CPA and Risk Policy](#)

[Risk Assessment Policy](#)

[Employee Alcohol and Substance Misuse Policy.](#)

[Disciplinary Policy and Procedure](#)

[Mental Capacity Act including Deprivation of Liberty Standards Policy](#)

12. Acknowledgements

Cheshire and Wirral Partnership NHS Foundation Trust - Nicotine Management Policy

South London and Maudsley NHS Foundation Trust – Smoke Free Policy

13. Appendices

[Electronic cigarettes for service users guidance](#)

[Interactions between tobacco smoke and medication](#)

Version History				
Version	Date	Revision description	Editor	Status
1.0	05 July 2011	Approved by Quality & Healthcare Governance Committee	Head of Quality & Effectiveness/ Head of Health and Safety	Ratified
2.0	18 Feb 2014	Approved by Quality & Standards Committee	Head of Health and Safety	Approved
2.1	07 July 2015	First Draft	PAD	Draft
2.2	15 July 2015	Draft to AWP Smoke Free Group	PAD	Draft
2.3	15 Sept 2015	Second draft to AWP Smoke Free Group	PAD	Draft
2.4	13 Oct 2015	Third draft to AWP Smoke Free Group	PAD	Draft
2.5	18 Nov 2015	Fourth draft to AWP Smoke Free Group	PAD	Draft
2.6	24 Nov 2015	Approved by AWP Smoke Free Group	PAD	Draft
2.7	22 July 2016	Revisions from April and July Smoke Free Group	PAD	Draft
2.8	09 Sept 2016	Final draft to Quality and Standards	PAD	Draft
3.0	31/10/2016	Approved by Q&S committee	PAD	Approved
3.1	31/01/2017	1 st draft for Smoke Free Group	PAD	Draft
3.2	11/05/2017	2 nd draft for Smoke Free Group	MZ/PAD	Draft
3.3	13/06/2017	3 rd draft for Smoke Free Group	PAD	Draft
3.4	09/08/2017	4 th draft for approval	NH	Draft
4.0	27/09/2017	Approved by Q&S	NH	Approved