

SMOKEFREE PROCEDURE

Document Reference	Proc466
Version Number	4.00
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Date last reviewed, ratified and implemented (this version)	27 October 2023
Date of Next Review	October 2026
Consultation (Date and nature of contact)	April-October 2023: Care Groups April-October 2023: Smokefree Steering Group April-October 2023: Care Group Triumvirates to Clinical Networks April-October 2023: Patient Consultation April-October 2023: Social Media campaigns through Trust April-October 2023: Communications October 2023: Quality and Patient Safety Group
Date Ratified Name of Ratifying Group	Organisational Delivery Group 27 October 2023

VALIDITY – Procedures should be accessed via the Trust intranet to ensure the current version is used.

CHANGE RECORD

Version	Date	Change details
1.00	3 October 2018	New procedure
2.00	No date available	No details available
3.00	30 April 2019	Updated procedure Approved by QPaS 3 May 2019 and ODG 28 May 2019
4.00	October 2023	Document title updated to Smokefree Procedure (from Nicotine Management and Smokefree Procedure). <ul style="list-style-type: none"> • Introduction – streamlined in providing concise information and aims of a Smokefree hospital made from recommendation of the Smokefree steering group & ICB. • Procedural Objectives – Updated on the principal objectives of a smokefree procedure. • Use of nicotine vaping devices – This section was developed to support the <i>nicotine replacement therapy protocol paper (held by pharmacy). With more in-depth information in administering vaping devices to refer to.</i> • Support for patients – This was updated to highlight the support staff can provide to their patients. • Support for staff– This section was updated with all the relevant agencies and health providers contact details for staff members who wish to become smokefree. Further information • Staff Training – This information was required to be included to offer training available and where to access it. Approved at ODG (27 October 2023).

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1. INTRODUCTION

Humber Teaching NHS Foundation Trust (hereinafter referred to as “the Trust”) is committed to improving the service it provides to its staff, patients and those people who visit the site.

In accepting this responsibility, the Trust is required to extend our commitment to improving public health, so that we may legitimately encourage others to do the same.

The Trust understands that our reputation is not based on what we say or claim to be, it is based on the leadership we demonstrate through our corporate policies and the behaviours and actions of our workforce.

The Trust employs staff from many different groups, including those whose members are bound by Codes of Conduct, such as nurses, healthcare workers, doctors, pharmacists, and a diverse range of allied health professionals.

The Trust is committed to improving the health and wellbeing of patients, carers, staff and visitors. The Trust is dedicated to positively promoting health and wellbeing for all, which is consistent across all specialities of Trust services. We will provide treatment to inpatient smokers who wish to quit and support smokers who wish to temporarily abstain from smoking whilst in Trust buildings or grounds. This procedure complies with Smokefree Legislation in the Health Act (2006) and the Long-term plan for tobacco (2018).

The Trust recognises the importance of supporting staff to deliver care that is aligned with these Codes of Conduct. Accordingly, the Procedure has been set to reflect these Codes of Conduct and the Trust’s visions and values of Caring, Learning, Growing.

The Trust recognises that tobacco dependency is a chronic, relapsing, and treatable condition, which the NHS has the same responsibility to treat as it does other similar medical conditions.

The Trust recognises that the implementation of this Procedure must be supportive of people who smoke, those people who do not smoke, and those people who wish to either reduce the amount that they are smoking or stop smoking entirely.

In accordance with this position this Procedure has been developed to support our workforce, patients, and visitors in achieving an entirely Smokefree estate.

This Procedure is supported by the Trust’s Tobacco Dependency Treatment Service offer for patients, employees and visitors, uniform and human resource and policies.

2. PROCEDURAL OBJECTIVES

The principal objectives of this Procedure are to:

- Protect and improve the health of patients, visitors, Trust staff, agency employed staff and contractors.
- Protect individuals from the danger to their health of exposure to second-hand smoke.
- Align the Trust with the commitments made in the NHS Long Term Plan and the Government commitment to achieving a Smokefree generation by 2030
- Identify the roles and responsibilities of all staff employed by the Trust to support the routine provision of evidence-based tobacco dependence treatment
- To ensure that all services are delivered from completely smoke free environments.

3. PROCEDURAL STATEMENT

This procedure applies to all employees, patients, and visitors to the hospital. This procedure also applies to the Trust's employees working in premises owned by other organisations and includes cars being used for business use.

Employees (hereinafter referred to as staff) include, Trust staff, agency employed staff, contractors, students, volunteers, and any other persons carrying out duties on behalf of, or representing the Trust whilst on-site, off-site, or at any time where they are identifiable as an employee of the Trust.

This procedure prohibits smoking by any person anywhere within the Trust buildings on the Trust owned or leased land, and by staff on or within any premises/land designated as Smokefree by partner organisations.

Smoking is not permissible whilst staff are on duty, and this includes times when staff are attending appointments at/or supporting service users in their own homes or in the community. Should an individual wish to smoke, they must leave the Trust's premises, not be identifiable as Trust staff whilst smoking, and do so during their unpaid breaks only.

The Trust's preferred position will always be that staff use the opportunity presented by a Smokefree work environment to achieve a Smokefree home environment. In accordance with this, we will provide support and advice to staff who wish to stop smoking and where it is practically possible, respect the rights of those who continue to smoke.

Smoking is not permitted at access points to the Trust's grounds, or in the area immediately adjacent to any entrance to the Trust's buildings, or near to areas where the Trust's logo is displayed. Breaches of procedure will be enforced in line with the Trust's policies.

Where a member of staff is public facing, then the Trust would strongly advise that they do not attend meetings, or other appointments, with the odour of smoke on their clothing. In all cases staff must adhere to the Trust's [Uniform, Dress Code and ID Badge Policy \(N-069\)](#)

Smokefree is a harm reduction programme that aims to provide tobacco dependency treatment to all patients and staff who are identified as smokers and to provide signposting for visitors to the site. The most effective method of stopping smoking is a combination of behavioural support and medication such as NRT products or the use of nicotine vaping devices. Ultimately, people can be supported to reduce their nicotine addiction over time and become nicotine free as well as Smokefree.

4. ROLES AND RESPONSIBILITIES

Each Trust director is responsible for ensuring that the Procedure is adopted in their directorate.

The Operational HR Team is responsible for:
Ensuring that the Procedure is maintained across the organisation's estate.

The Workforce and OD Team will:

- Advise and assist in the effective implementation of the Procedure and other related employment procedures, including communication of the Procedure to current and prospective staff in recruitment literature, and supporting managers and staff in the management of non-compliance with the procedure.
- Through occupational health services, be able to assist staff to access appropriate services and may organise occasional stop smoking events.

The Estates Directorate is responsible for:

- The removal of any smoking shelters if required and reattribution of any areas previously used for smoking.
- Installation and upkeep of Quit Together branded signage and materials on site.

The Communications Directorate is responsible for:

- Ensuring all communications follow the Quit Together branding guidelines, for content, tone, and style.
- Provide resources so that the details of the offer of support to patients are made available to all patients prior to attending the hospital, and this information will also be available on the Trust's website.

Line managers are responsible for:

- Carrying out their responsibilities in a manner consistent with the Procedure.
- Ensuring that their teams are made aware of their responsibilities under the Procedure and are offered support as appropriate.
- Support staff with training and clinical supervision to deliver NRT via the Trust's Protocol.
- Provide training opportunities in becoming tobacco dependence advisors to support patients in their respective teams.
- Ensuring that any allegations of an alleged breach of individuals' responsibilities under this Procedure are properly investigated and that disciplinary action is taken where appropriate.
- For details about how to handle any breaches of Procedure and on disciplinary process, managers should refer to the Trust [Disciplinary Policy](#) or contact the HR department.

All staff are responsible for:

- Ensuring that they adhere to the Trust's Smokefree Procedure at all times and in all places covered by the Procedure.
- Communicating the Smokefree Procedure in a way that promotes the understanding that is consummate with [The Trust's vision and values](#).

Whilst this Procedure itself does prevent people smoking on site, the intention is not to form a point of conflict, rather to reflect the Trust's ambition to achieve an improvement the service it provides to its staff, those people who use its services and those people who visit the hospital.

If happy to approach a person who is in breach of the Procedure, staff should ensure that person or persons are provided with an offer of support to enable them to comply with the Smokefree Procedure and support us in ensuring that the hospital buildings and grounds are Smokefree for all.

Incidents of abuse or aggression should be not dealt with by the member of staff who has approached the person smoking. Staff must disengage safely and report the incident to their line manager and record it using The Trust incident reporting system.

5. USE OF NICOTINE VAPING DEVICES

The Trust recognises that some people choose to use nicotine vaping devices (hereinafter referred to as "vapes") rather than smoking. Where the term smoking appears in this document it refers to the action of smoking and not to vaping.

The Trust supports the use of vapes by patients, visitors, and staff during official breaks and before and after duty, and on Trust premises whilst outdoors, as a courtesy, all persons should vape away from main entrances and open windows.

Staff are permitted to remain in uniform whilst vaping. There is no requirement for staff to remove Trust identifiers, for example ID badges or lanyards, whilst vaping.

In this way the Trust aims to support staff health by encouraging the switch to e-cigarettes, or by their use to reduce smoking, in line with NICE guidance NG-209. A protocol for the administration of nicotine replacement therapy (NRT) is available to all appropriately trained staff, to allow rapid access to NRT products at any time during a patient's stay.

Patients must be 18 years old or above to purchase vaping products, including those that do not contain nicotine. While the rise in youth vaping is a cause for concern, many tobacco smokers, including those under the age of 18, have found using vapes helpful as a quitting tool. Behavioural support and licensed medications should be offered to all patients under the age of 18 to help them quit or maintain temporary abstinence.

6. SUPPORT FOR PATIENTS

To support the Smokefree procedure and to ensure that hospitals are the healthiest environment they can be, the Trust will provide support to all its patients who wish to stop smoking, and medication to manage acute nicotine withdrawal and support temporary abstinence for those who do not wish to stop smoking.

Patients will be advised of the Trust's Smokefree procedure on admission for non-elective care and prior to admission for elective care.

A nicotine replacement therapy will be offered to all patients on admission and a referral to the Tobacco Dependency Treatment Service will be made on an opt-out basis for all admitted patients.

Every in-patient who is identified as a smoker will be contacted by the tobacco dependency treatment team, who will provide tobacco dependency treatment during their stay, and will provide input into discharge planning and follow-up as required.

Outpatients and patients visited in their own homes should be informed about the Smokefree Procedure before their appointment.

Where Staff visit patients in their homes, the patient will be informed in advance of the Trust's Smokefree Procedure, with a request not to smoke whilst a member of Trust staff is in their home, provide a care space that has been free of smoke for at least an hour before the appointment and where possible ventilate rooms used for care if smoking has recently taken place.

If a patient cannot or refuses to provide a Smokefree space for visits that are off site, the member of staff involved should discuss this with their line manager with a view, where possible, to asking the patient to attend the Trust's premises, where care can be delivered in a Smokefree environment.

Where there are doubts that a patient has capacity to understand the options available to them with regards to becoming smoke free, a formal capacity assessment must be completed.

If it is decided that the patient lacks capacity this must be recorded on the Trust Mental Capacity Assessment form, and the most appropriate form of treatment for the patient should be decided in when discussing the patient's best interest. This discussion must include appropriate individuals including family, friends, carer, and advocate where appropriate. These discussions should be thoroughly documented in the clinical systems (i.e., Lorenzo or SystmOne) and form part of the care plan.

7. SUPPORT FOR STAFF

The health and wellbeing of all staff is important to the Trust. This procedure recognises that smoking and second-hand smoke adversely affects the health of all staff and so the following will be applied:

- Staff will be supported to stop smoking and will be allowed time away from work to attend stop smoking interventions.
- Clear signage stipulating 'no smoking' will be on display.
- Trust staff at all levels will actively discourage smoking.
- New tenders and contracts with the Trust will stipulate adherence to this procedure, as a condition of employment.
- Job advertisements will include reference to our Smokefree commitment and indicate that adherence will be a condition of employment.
- Ensure that all Service Level Agreements with other organisations contain the following clause 'Humber Teaching NHS Foundation Trust is a smoke free Trust. Smoking is prohibited in all Trust buildings, grounds, and vehicles.
- Ensure that all appointment letters and communications from the service convey the smoke-free status in the service.
- The parameters of the Nicotine Management and Smokefree Procedure will be re-enforced for all new starters at induction.

The Trust will provide support to those staff who wish to stop smoking and make the details of this available on the Trust's website.

This includes a combination of behavioural support, advice and/or Nicotine Replacement Therapy (NRT). Support will be provided by local stop smoking services based in the community. A direct referral to these services can be made via a QR code or telephone number.

It is the joint responsibility of the member of staff and their line-manager to ensure that reasonable allowances are made for the individual to leave the premises on breaks to smoke as they would for any other reason.

Staff may also wish to access the Employee Assistance Programme (EAP) at [Vivup](#).

Support for Visitors and additional support for patients and staff

Local authorities in Humber and North Yorkshire offer free local help to anyone who wants to stop smoking. Evidence shows that individuals are up to three times more likely to succeed in giving up smoking by seeking support from local stop smoking services rather than by willpower alone.

[Find Your Local Stop Smoking Service \(LSSS\) - Better Health - NHS \(www.nhs.uk\)](#)

Support, advice, and information on giving up smoking is also available from:

- **Hull – Smokefree Hull Call: 01482 977617 Email: hullstopsmoking.info@cgl.org.uk**
- **East Riding – Xyla Health, Call: 0330 236 9102 (option 3), Email: HealthierFuturesEastRiding@xylahealth.com**
- Local GP practice
- Local pharmacy
- NHS Smoking Helpline 0800 169 0169
- NHS Pregnancy Smoking Helpline 0800 169 9169
- NHS Smokefree website, www.smokefree.nhs.uk
- North Yorkshire – Living Well Smokefree, Call: 01609 797272, Email: stop.smoking@northyorks.gov.uk

- North East Lincolnshire – The Wellbeing Service, Call: 01472 325500, Email: wellbeing@nelincs.gov.uk
- North Lincolnshire – Health Lifestyle Team, Call: 01724 298212, Email: nlc.healthylifestyles@nhs.net
- Humber and North Yorkshire's Quit Together website [Quitting Together in Humber and North Yorkshire - Humber and North Yorkshire Health and Care Partnership](#)

8. STAFF TRAINING

Line managers should encourage staff members within inpatient units to register with the [NCSCT online training programme](#) and take the practitioner assessment to achieve NCSCT certification.

The NCSCT online training resource allows staff members to gain core knowledge and skills to deliver effective behavioural support. There is mandatory annual refresher period for NCSCT training to keep staff up to date and a [specialist module for mental health](#).

Inpatient staff (all services including Whitby and Malton)

All clinical staff are to have completed the Trust's very brief advice (VBA) training, each unit will determine the number of staff to be training to a higher level, and however the Trust's ambition is for all clinical staff to be fully trained.

Each shift is expected to have a member of staff to act as the nicotine dependence advisor as standard for advice and information. In order to support patients, it is expected that all staff complete the NCSCT training and specialist MH module.

Hull and East Riding Smoking Cessation Services provide a short training package to supplement the training which addresses the appropriate pathways and support for patients on discharge.

9. EQUALITY AND DIVERSITY

An Equality and Diversity Impact Assessment has been carried out on this document using the Trust-approved EIA.

Appendix 1 - Equality Impact Assessment (EIA)

For strategies, policies, procedures, processes, guidelines, protocols, tenders, services

1. Document or Process or Service Name: **Smokefree Procedure**
2. EIA Reviewer: **Dave Jones** - Programme manager NHS long-term plan lead & **Sarbast Zaidky** – Project Manager
3. Is it a Policy, Strategy, Procedure, Process, Tender, Service or Other? **Procedure**

Main Aims of the Document, Process or Service		
To set out the requirements that must be met for approval, ratification and dissemination of all Humber Teaching FT policies.		
This standard operating procedure is for use by staff working in inpatient services across Humber Teaching NHS Foundation Trust. It must be read in conjunction with the Protocol for the administration of Nicotine Replacement Therapy (NRT) paper to support patients to abstain or quit the burning of tobacco whilst admitted for inpatient care.		
Please indicate in the table that follows whether the document or process has the potential to impact adversely, intentionally or unwittingly on the equality target groups contained in the pro forma		
Equality Target Group	Is the document or process likely to have a potential or actual differential impact with regards to the equality target groups listed?	How have you arrived at the equality impact score?
<ol style="list-style-type: none"> 1. Age 2. Disability 3. Sex 4. Marriage/Civil Partnership 5. Pregnancy/Maternity 6. Race 7. Religion/Belief 8. Sexual Orientation 9. Gender re-assignment 	<p>Equality Impact Score</p> <p>Low = Little or No evidence or concern (Green)</p> <p>Medium = some evidence or concern (Amber)</p> <p>High = significant evidence or concern (Red)</p>	<ol style="list-style-type: none"> 1. who have you consulted with 2. what have they said 3. what information or data have you used 4. where are the gaps in your analysis 5. how will your document/process or service promote equality and diversity good practice

Equality Target Group	Definitions	Equality Impact Score	Evidence to support Equality Impact Score
Age	Including specific ages and age groups: Older people, Young people, Children, Early years	Low	Applicable to staff and service users of all ages – individual support to be provided to become smoke free.
Disability	Where the impairment has a substantial and long term adverse effect on the ability of the person to carry out their day to day activities: Sensory, Physical, Learning, Mental Health (and including cancer, HIV, multiple sclerosis)	Low	Applicable to staff and service users irrespective of any disability – individual support to be provided to become smoke free. Mental capacity principles to be considered at all times.
Sex	Men/Male, Women/Female	Low	Applicable to staff and service users – individual support to be provided to become smoke free.
Married/Civil Partnership		Low	Applicable to staff and service users – individual support to be provided to become smoke free.
Pregnancy/ Maternity		High	Positive impact due to improved health for mother and child following support to quit smoking.
Race	Colour, Nationality, Ethnic/national origins	Low	Applicable to staff and service users irrespective of race – individual support to be provided to become smoke free.
Religion or Belief	All Religions Including lack of religion or belief and where belief includes any religious or philosophical belief	Low	Applicable to staff and service users irrespective of religion or belief – individual support to be provided to become smoke free.
Sexual Orientation	Lesbian, Gay Men, Bisexual	Low	Applicable to staff and service users irrespective of sexual orientation – individual support to be provided to become smoke free.
Gender Re-assignment	Where people are proposing to undergo, or have undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attribute of sex	Low	Applicable to staff and service users – individual support to be provided to become smoke free.

Summary

Please describe the main points/actions arising from your assessment that supports your decision above

The Trust is committed to treating all staff fairly and responsibly.

This is regarding the Trust Nicotine Management procedure as part of the nationally mandated campaign for the NHS to become smokefree, ensuring no smoking within the boundaries of all NHS properties and supporting patients/service users to abstain from tobacco products by signposting to appropriate services and/or prescribing NRT.

EIA Reviewer	Sarbast Zaidky		
Date completed;	13/10/2023	Signature	