



## **NHS Grampian Tobacco Policy 2016**

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(GAPF)

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**The provisions of this policy, which was developed by a partnership group on behalf of Grampian Area Partnership Forum, apply equally to all employees of NHS Grampian except where specific exclusions have been identified.**

NHS Grampian  
Tobacco Policy 2016

**This document is also available in large print and other formats and languages, upon request. Please call NHS Grampian Corporate Communications on Aberdeen (01224) 551116 or (01224) 552245.**

**This Policy has undergone Equality and Diversity Impact Assessment.**

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# NHS Grampian Tobacco Policy 2016

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## **The Policy**

### **1. Introduction**

- 1.1. Tobacco smoking is the largest, single, preventable cause of illness and early death in Scotland and a major contributor to health inequality.
- 1.2. This policy is intended to improve the health of current and future generations of people who work for and are cared for by NHS Grampian by reducing the negative health impact of smoking.
- 1.3. NHS Grampian is subject to numerous pieces of legislation which are designed to save lives and prevent diseases caused by second hand smoke: the Smoking, Health and Social Care (Scotland) Act 2005, the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006, the Health and Safety at Work Act 1974 and the Safety and Health of Pregnant Workers Directive (92/85 EEC).
- 1.4. To promote health through health care opportunities, and to comply with CEL 01(2012), the organisation has developed this enhanced tobacco policy. It is intended to promote health by reducing tobacco related harm to our staff and service users.

### **2. Policy Statement**

- 2.1. People on NHS Grampian sites are entitled to breathe fresh air and should not be exposed to tobacco smoke.
- 2.2. Smoking is prohibited in all NHS Grampian buildings, premises, sites and vehicles. (See Section 4 below)
- 2.3. Staff should not smoke in uniform, personal protective equipment, wearing an ID badge or when otherwise identifiable as on NHS Grampian business.
- 2.4. All staff should actively implement the Tobacco Policy. (See Section 6 below)
- 2.5. Risks associated with smoking will be routinely identified, managed and monitored through mandatory Health and Safety arrangements at local level

2.6. NHS Grampian recognises that nicotine addiction makes it very difficult for many smokers to give up and will support the use of alternative medically regulated nicotine products by staff and patients to reduce the discomfort of withdrawal

2.7. NHS Grampian will not support tobacco smoking as a way to use nicotine but intends to manage the discomfort of withdrawal in a sensitive manner

2.8. To prevent the discomfort of nicotine withdrawal:

2.8.1. People who have a habitual need to use nicotine are asked to use a medically regulated form of nicotine while using NHS Grampian sites or premises.

2.8.2. Safe forms of nicotine will be prescribed to in-patients who need it.

2.9. To reduce the harm caused by smoking:

2.9.1. Visitors and staff who smoke will be routinely offered support to stop smoking.

2.9.2. Routine brief advice on the benefits of not smoking and referral to smoking cessation services will be a feature of all clinical pathways.

### **3. Aims**

3.1. To meet our legal obligation to protect people from exposure to tobacco smoke

3.2. To improve health by reducing the impact of tobacco smoking on our population

3.3. To make sure that smokers on our sites are given brief advice about quitting and referred to services that can help

3.4. To make NHS Grampian grounds and premises smoke free.

## 4. Scope

4.1. The Policy applies to all sites, buildings and vehicles used to deliver services on behalf of NHS Grampian. It also applies to company vehicles, light and heavy goods vehicles and to private vehicles used by staff during their work time and for carrying passengers.

4.2. It applies to all staff, students, patients, visitors and to staff from external agencies and contractors i.e. anyone conducting the business of NHS Grampian.

4.3. It applies to private premises in which staff of NHS Grampian are required to work. For example, places visited by community staff.

4.4. The situations in which exemptions to the ban on smoking in public places may be exercised by managers are defined in the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006. These are:

- Residential Accommodation
- Psychiatric Units
- Designated smoking areas in adult care homes
- Adult hospices
- Designated smoking areas
- Designated hotel bedrooms
- Designated detention or interview rooms.
- For further details see:  
<http://www.scotland.gov.uk/Resource/Doc/57346/0016388.pdf>.

## 5. General Principles

5.1. NHS Grampian Endowments will not profit from direct investment in the tobacco industry. NHS Grampian will not profit from tobacco sales, the receipt of sponsorship, research grants or donations from tobacco interests.

5.2. Smoking is defined as any activity that involves the use of a burned tobacco product. Products that imitate cigarettes or produce nicotine vapour are also included in this definition at present. This may change if medically regulated devices become available. Until medical regulation or evidence of safety is available, these products should be treated in all respects as normal cigarettes.

5.3. NHS Grampian recognises that nicotine addiction makes it very difficult for many smokers to give up and will support the use of alternative, medically regulated nicotine products by staff and patients to reduce the discomfort of withdrawal.

- 5.4. People who smoke are encouraged to bring only safe, medically regulated sources of nicotine to NHS Grampian sites.
- 5.5. Employees who smoke are encouraged to seek help from NHS smoking cessation services.
- 5.6. Occupational health services that identify smoking related health issues should refer employees to NHS smoking cessation services.
- 5.7. Managers may offer referral and agree time away from duties to attend NHS smoking cessation services. (see Section 8)
- 5.8. Employees who smoke should not take longer or more frequent breaks than non smoking colleagues.
- 5.9. NHS Grampian will work in partnership with staff organisations to reduce the impact of smoking on its staff.
- 5.10. A member of staff may decline to work in any area where they believe that their health is being put at risk by exposure to smoking.
- 5.11. Where this step (5.10) is taken, alternative arrangements for care should be put in place and patients should not be put in danger.
- 5.12. A member of staff may take the decision not to approach a smoker where they judge that there is a risk to their safety.
- 5.13. Site managers should ensure that support for dealing effectively with any aggression and violence is in place and that staff can know how to access it.

## **6. Proactively implementing the Policy**

- 6.1. Training will be provided to enable NHS Grampian staff to give effective brief interventions, refer to smoking cessation services and safely intervene to ask people not to breach this Policy.
- 6.2. Staff should, where possible, safely address breaches of the Policy using the non-confrontational approach recommended in the training course (see 6.1).

6.3. Anyone smoking in NHS Grampian sites, premises or vehicles should be reminded that there is a fresh air policy which does not permit smoking.

6.4. This Policy is intended to change the social norm so that smoking prevalence is reduced.

6.5. NHS Grampian recognises that in exceptional circumstances it may not be possible for staff to safely ask some distressed patients or visitors not to smoke. Efforts should be made to ensure that such smoking does not break the law or present a risk to others.

## **7. Breaches of the Policy**

7.1. Breaches of the Policy (including angry and aggressive responses) should be recorded in DATIX.

7.2. Employees who are found to be in breach of the Tobacco Policy may be subject to investigation and action under the NHS Grampian Employee Conduct Policy/ Framework for Support.

7.3. People who smoke in enclosed public spaces are breaking the law. They should be asked to stop. It may be appropriate to ask security staff to intervene to enforce this.

7.4. Where agreement cannot be secured advice may be sought from the relevant local authority Environmental Health Department who can enforce legislation.

## **8. Advice and Support to Stop Smoking**

8.1. Available by telephoning the NHS Grampian Smoking Advice Service on: 0500 600 332.

8.2. By email at: [grampiansas@nhs.net](mailto:grampiansas@nhs.net)

8.3. By asking in any community pharmacy.

8.4. Services are free and local.



## Home Visits Protocol to Reduce Exposure to Second-Hand Smoke for NHS Grampian Staff

### 1. Purpose

To minimise the risk of exposure to second-hand smoke for NHS Grampian staff and volunteers providing services within the home of a client where the client and/or member of the household smokes.

### 2. Scope of the Protocol

2.1 This protocol covers all NHS Grampian staff and volunteers who provide services to clients in their own homes, including home births.

2.2 The protocol has been drawn up as a result of feedback from staff following the endorsement of the NHS Grampian Tobacco Policy which was ratified by the Grampian Area Partnership Forum in May 2014. This protocol supports the implementation of, and is an Appendix to NHS Grampian's Tobacco Policy. It includes the following points:

- NHS Grampian staff and volunteers should not be exposed to tobacco smoke during home visits.
- Clients who receive home visits from NHS Grampian staff will be requested not to smoke during the period of the visit, regardless of the length of the visit.
- NHS Grampian staff and volunteers are not permitted to smoke while on NHS Grampian business. Refer to NHS Grampian Tobacco Policy Section C, points 2.3 & 4.1

### 3. NHS Services at Home

3.1 All clients should receive the following information;

"NHS Grampian has introduced a Home Visits Protocol to reduce exposure to their staff and volunteers to second-hand smoke. If someone in the household smokes, please help minimise the harmful effects of second-hand smoke on NHS Grampian staff by not smoking during the visit."

If an appointment is pre-arranged the NHS Grampian member of staff or volunteer can advise the client and/or member of the household of the protocol. The client should also be advised not to smoke for an hour prior to the arranged home visit.

3.2 When the NHS Grampian staff or volunteers visits a household where someone smokes for the first time, they should check that the client has received and

understands the protocol. It is expected that most clients will comply with the protocol. There may be some clients who need more information, discussion and negotiation before this will happen.

- 3.3 Where the information, discussion and negotiation is unsuccessful and the client and/or member of the household still smokes during the visit, the NHS Grampian staff member or volunteer should report this to their manager. The manager will advise the client in writing (see Appendix A) that a formal risk assessment will need to be undertaken. They will also be advised that although their right to smoke in their home is respected, their refusal to help minimise the risk of exposure to second-hand smoke to NHS Grampian staff members may affect the service they receive.
- 3.4 A formal risk assessment (see Appendix B) will be undertaken by a competent risk assessor. This will include the assessment of the impact of exposure to second-hand smoke on NHS Grampian staff or volunteers, and consideration of alternative ways will be given regarding the provision of care in order to protect NHS Grampian staff members or volunteers while still supporting vulnerable clients. This could include:-
  - exploring alternative settings.
  - reducing the harmful effects of second-hand smoke to staff by providing services of shorter duration.
- 3.5 The subsequent written report of the risk assessment will be discussed with the manager.
- 3.6 The outcome of the risk assessment will be shared with the client with a follow up visit as required/indicated by the risk assessment.
- 3.7 Ultimately, if the client and/or member of the household still refuse to comply with the request to stop smoking during visits, then formal written notification will be sent to the client, advising of the service changes which may include the requirement to offer treatment in an alternative venue/setting or in a different format which may include a service reduction. Refer to points 4.10 and 4.11 in NHS Grampian Tobacco Policy.

#### **4. Exceptional and Emergency Circumstances**

- 4.1 In some circumstances, there will be clients and/or members of the household who are unable, rather than unwilling, to comply with the request not to smoke because they lack capacity to do so. In such circumstances the risk assessment will be carried out and will include consideration of alternative ways of delivering care. This is in order to balance the need to protect staff members while providing essential services. In urgent medical situations the immediate medical needs of the client will always be paramount. However, except for clients who lack capacity, staff members will need to exercise a degree of flexibility. The protocol should be consistently reinforced.

## **5. Staff Support**

- 5.1 Where NHS Grampian staff members or volunteers are required to deliver services in homes of smokers, they should have their home visit schedule reviewed regularly. Measuring air quality to determine if second-hand smoke levels are within the World Health Organisation recommended levels may be advised.
  
- 5.2 Whilst all reasonable steps must be taken to reduce the risk to all NHS Grampian staff members or volunteers, those who are pregnant or who have a specific, medically supported condition that is exacerbated by smoke (e.g. asthma), should not be placed in environments where there is smoke.

Dear,

Second-Hand smoke exposure to NHS Grampian Employees and Volunteers

The Health and Safety at Work Act 1974 has a general duty on the employer to ensure the safety, health and welfare at work of their employees.

NHS Grampian has a duty to protect employees and volunteers who may be exposed to tobacco smoke when visiting clients in their own homes. For this reason NHS Grampian have developed a Home Visiting Protocol to reduce exposure to Second-hand Smoke for all NHS Grampian employees and volunteers.

If you, or other members of your household smoke, it is requested that you will ensure the safety, health and welfare of all NHS Grampian staff and volunteers by not smoking during visits to your home.

I am advised that the information in the protocol has been shared with you by the NHS Grampian staff member or volunteer, but you feel you cannot agree with the above request. For this reason I am required to assess the degree of exposure to second-hand smoke to NHS Grampian staff members or volunteers while they work in your home.

To undertake the assessment ..... a competent risk assessor will attend your home at ..... on .....

The assessment will consider the following:-

- the location, the quantity and the type of second-hand smoke that NHS Grampian staff or volunteers are exposed to;
- the length of time that NHS Grampian staff members or volunteers are exposed to second-hand smoke in the enclosed environment;
- any other factors to take into consideration.

I hope we can come to an agreement that is beneficial to both you and NHS Grampian staff members and/or volunteers.

Please contact me if you wish to discuss this matter in more detail.

Yours sincerely,

### Second-Hand Smoke Exposure – Home Visiting

#### Assessing the Risk

##### Background

Second-hand smoke is irritating to the eyes, nose, throat and chest causing physical discomfort and leaves a smell that clings to people's hair and clothing. Discomfort is not in itself a risk to health or safety, and so is not covered by the Management of Health and Safety at Work Regulations 1992. However, the Health and Safety at Work etc Act 1974 requires employers to ensure their staff safety, health and welfare at work, as well as their health and safety.

In order that NHS Grampian can discharge its duty, there is a requirement to Identify the extent of the dangers and risk to staff members or volunteers caused by exposure to second-hand smoke at work. Therefore, there is a requirement to complete a risk assessment.

##### Risk Assessment

- Ask all clients who are visited regularly not to smoke for a period of time prior to any pre-arranged visits and during a visit, also ensure any other members of the household are also asked not to smoke.
- If people do smoke, ask if they will limit their smoking to rooms that are not being used during the visit and open windows in rooms where NHS Grampian staff members or volunteers are working to help clear the second-hand smoke.
- Identify NHS Grampian staff members or volunteers who have a pre-existing condition that is made worse by exposure to tobacco smoke, such as asthma, COPD and cardiovascular disease or who face additional risks e.g. due to pregnancy. NHS Grampian staff members or volunteers who have such conditions are at high risk and particular care should be taken to prevent or minimise their exposure to tobacco smoke.
- Ensure that no NHS Grampian staff member or volunteer is expected to make consecutive visits, or even a sequence of visits to houses in which they are likely to be exposed to tobacco smoke.

##### Managers' Role

From this assessment managers, with support from Health & Safety Advisors, will be able to determine what options are available for controlling exposure to second-hand smoke for their staff member or volunteers. For example, for staff subjected to smoke in a client's home, consideration will be given to adopting a system of work that reduces the time a staff member is exposed to smoke by including different staff members visiting on alternate visits.

Second-Hand Smoke (SHS) Exposure – Home Visits.

Information to aid the completion of a risk assessment when a staff member or volunteer is exposed to second-hand smoke while conducting NHS Grampian business during a home visit.

<p><b>Source</b> (How many people smoke in the home?)</p>	
<p><b>Quantity</b> (average number. of cigarettes smoked by a client during visit. An assessment is required from both client and staff member or volunteer)</p>	
<p><b>Type of Second-Hand Smoke</b> (Cigar and pipe second-hand smoke can be more irritant than cigarette smoke and some cigarettes produce a more pungent smoke than others)</p>	
<p><b>Where Does Client Smoke in the Home</b></p>	
<p><b>What is the Length of Time That Staff Members or Volunteers are Exposed to Second-Hand Smoke During a Home Visit</b></p>	
<p><b>How Bad Can the Smoke Get</b> (The density of second-hand smoke can vary). A Dylos machine to measure air quality is available from the NHS Grampian Tobacco Team. This can determine if the air quality in the home is within the World Health Organisation recommended safe levels.</p>	

<p><b>Any Other Factors to Consider</b></p> <p>(Identify members of staff or volunteers who have a pre-existing condition/s that are made worse by exposure to second-hand smoke, e.g. asthma or pregnancy.</p> <p>(How many clients on the member of staff's caseload smoke?)</p>	
<p><b>Adverse Effects Reported by Staff Member or Volunteer</b></p> <p>(Please describe any adverse effects the NHS Grampian staff member or volunteer experienced whilst undertaking this home visit, e.g. eye irritation, coughing etc.)</p>	

**Action Required to Reduce Risks** (after consultation with Health & Safety Advisor)

Signed: \_\_\_\_\_ (Manager)

Signed: \_\_\_\_\_ (Risk Assessor)

Date: \_\_\_\_\_

**NB – copy to be sent to client**