



Smokefree Policy

Lead Manager:	Anna Baxendale, Head of Health Improvement
Responsible Director:	Anne MacPherson, Director of Human Resources and Organisational Development
Approved by:	Corporate Management Team
Date approved:	November 2022
Date for Review:	November 2025
Replaces previous version:	January 2021

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2. Introduction

2.1 Rationale

Smoking is the biggest single preventable cause of ill health and early death in our community. Smoking causes the premature deaths of 9,360 people in Scotland every year. Most people who die because they smoke will develop one of the three diseases most widely associated with the habit – lung cancer, chronic obstructive lung disease or coronary heart disease. Tobacco smoke contains over 4,000 chemicals in the form of particles and gasses, and about 60 are known or suspected to cause cancer.

Second hand smoke has been shown to be a hazard to health. Those exposed to second hand smoke are at increased risk of lung cancer and heart disease. In addition, second hand smoke can trigger or aggravate respiratory conditions such as asthma or bronchitis. It can also irritate eyes, cause coughs and headaches and generally make non-smokers feel ill.

By law NHS Greater Glasgow and Clyde is responsible for ensuring that all its enclosed or substantially enclosed public places are smokefree, maintaining a safe, healthy working environment, protecting the health of patients, staff, visitors and contractors from hazardous environments, and making sure that staff understand their responsibilities to take reasonable care of the health and safety of themselves and others.

The 2013 Scottish Government document ‘Creating a Tobacco-Free Generation – A Tobacco Control Strategy for Scotland’ requires all NHS Boards to have a well implemented Smokefree Policy, covering buildings and grounds.

From 5th September 2022 the Prohibition of Smoking Outside Hospital Buildings (Scotland) Regulations 2022 came into force. Additional legislation prohibits smoking within 15 metres of a hospital building and requires that clear signage is displayed at the entrance to hospital grounds and buildings; smokefree delineation at key areas will be undertaken to support compliance along with routine management of the perimeter. Legal enforcement will be undertaken by Local Authority designated officers, in most cases this will be Environmental Health Teams.

An effectively implemented NHS Smokefree Policy shows good leadership and demonstrates an exemplar role in public health and can play a key part in de-normalising smoking and reducing the health impact of tobacco.

A clear message will be provided that smoking, and second hand smoke, is a major cause of preventable ill health and should be discouraged. We will highlight the support that the now well-established stop smoking services can offer to staff or patients who wish to stop smoking. A research paper published in the British Medical Journal (BMJ 2014 – see reference documents) considered changes in mental health after smoking cessation. The paper concluded that smoking cessation is associated with reduced depression, anxiety, and stress and improved positive mood and quality of life compared with continuing to smoke.

Improving the health of our population is a key aim within NHS Greater Glasgow and Clyde, and compliance with this Policy will contribute greatly to the much needed reduction in prevalence of smoking and exposure to tobacco smoke. A smokefree environment and the provision of tobacco education and stop smoking support are recognised methods of achieving this aim, all of which are at the centre of this Policy.

2.2 Summary

NHS Greater Glasgow and Clyde is committed to providing a safe and healthy environment for all staff, patients and visitors. In line with this we have revised our Smokefree Policy to reflect our move towards smoke-free premises:

- Smoking is banned on NHS Greater Glasgow and Clyde property, including all buildings, all vehicles and grounds.
- A clear message will be provided that smoking and the effects of second hand smoke (SHS) are a major cause of preventable ill health and should be discouraged.
- Staff must not smoke when on duty, including when on rest breaks, whilst on NHS GGC property or grounds.
- Electronic (e) cigarette use in NHS GGC grounds will be permitted by the Policy in accordance with Section 5.1. (Policy details)
- Staff are prohibited from smoking when in uniform or identifiable members of NHS staff.
- From 26 March 2007, smoking was banned in all grounds, making NHS Greater Glasgow and Clyde completely smokefree. Additional legislation means Smoking within 15 metres of hospital entrances is now illegal and may be subject to enforcement in the form of fixed penalty notice or fines from the 19th September 2022. For more information visit gov.scot/nosmokingzones
- All mental health units in NHS GGC became smokefree on or before Wednesday the 9th of March 2016.
- All staff who smoke will be offered stop smoking information and support.
- All patients who smoke will be offered access to stop smoking support and in-patients experiencing acute nicotine withdrawal will be treated in a supportive manner and prescribed appropriate nicotine replacement therapy(NRT) medication where required.

2.3 Aim

The aim of this Policy is to create a smokefree, healthy and safe environment for staff, patients and visitors to work and visit. This is fundamental to NHS Greater Glasgow and Clyde's desire to be a responsible employer, and to fulfil its health improvement role.

2.4 Key Principles

- No patient, visitor or staff member should be exposed to tobacco smoke against their will.
- It is tobacco smoke, and its effects on those who use it and are exposed to it, that is the problem rather than the smokers themselves.
- Smokers who want to stop will be offered stop smoking support; those experiencing withdrawal will be treated in a supportive way.

- All patients who smoke will be sensitively offered NRT to relieve withdrawal symptoms whilst they are in our care and unable to smoke.

2.5 Equality and Diversity

The application of this Policy will be monitored by the Director of Human Resources to ensure equitable treatment of all employees irrespective of sex, race, age, disability, sexual orientation, ethnic origin, religion or belief.

Smokefree Hospital Buildings legislation was subject to Equality Impact Assessment - [link here](#).

3. Scope

3.1 Scope

Smoking is not allowed on NHS Greater Glasgow and Clyde premises and this Policy covers all NHS Greater Glasgow and Clyde premises. These include:

- All buildings e.g. offices, hospitals, health centres, cabins, staff residencies including doorways and entrances
- All vehicles e.g. pool cars, lease cars, personal cars on hospital grounds, light and heavy goods vehicles
- All grounds e.g. gardens, walkways, car parks
- An enforceable no-smoking 15 metre perimeter outside buildings defined as NHS Hospital buildings within legislation

The Policy applies to:

- All NHS Greater Glasgow and Clyde employees
- The wider NHS family e.g. contractors, students, voluntary staff, personnel with honorary contracts (whether or not a uniform is worn on Board business)
- All patients, including out-patients, day-patients, in-patients and long stay patients
- All visitors or other people whose work, study or personal circumstances brings them onto NHS Greater Glasgow and Clyde premises

4. Roles and Responsibilities

4.1 Responsibilities

- **Employee:** to comply with the Policy as part of the terms & conditions of employment, and to support and encourage compliance with patients, visitors and colleagues. Employees should take into account their own Health and Safety before encouraging anyone to stop smoking or move out with the 15m perimeter from the NHS hospital building.
- **Manager/Supervisor:** to support any employee who expresses a desire to stop smoking, to ensure that the Policy framework is being adhered to in his/her area of responsibility and to handle any breaches in a considered and thoughtful manner.
- **Human Resources:** to provide support and advice to managers to help them to apply the Policy effectively, to monitor Policy breaches, and to include a briefing

- on the Policy at staff induction.
- **Staff-side Representatives:** to provide support and advice to their members, ensuring that the Policy is applied appropriately.
 - **Occupational Health:** to provide information and advice to those employees who wish to stop smoking.

4.2 Training

All staff will be made aware of their responsibility for complying with and supporting the Smokefree Policy. The Smokefree Policy module (**GGC: 088 Smokefree Policy**) is available on LearnPro for all NHS GGC staff to access and provides further information on the Smokefree Policy along with tips on how to confidently speak to someone smoking on our sites. Managers will be provided with guidance to brief them on the Policy enforcement protocol and changes associated with legislation.

Very Brief Advice on Smoking

(<https://learning.publichealthscotland.scot/course/view.php?id=558>)

The above module is available free from Public Health Scotland.

Delivering very brief advice on smoking can help trigger a quit attempt among people who smoke. This eLearning takes approximately 30 minutes to complete, is evidence based and will provide you with the skills to deliver very brief advice.

For further training information please contact QYW Services.

5. Policy in Practice

5.1 Policy Details

NHS Staff & Wider NHS family

- **Staff must not smoke when on duty**, including when on rest breaks, whilst on NHS GGC property or grounds. This also applies whilst on duty in premises or grounds not owned or controlled by NHS GGC. This is because they are representing the organisation, and therefore its Policy on tackling smoking, and because it is important not to expose others to second hand smoke.
- Staff must not smoke in their cars in NHS GGC car parks or grounds whether in uniform or not.
- The Policy applies to students, placements, trainees and volunteers not in our employment who have access to our facilities for training purposes and will be a condition of accepting them as student/trainees.
- Contractors working on NHS GGC site are subject to this Policy and will be notified of these conditions prior to employment and/or commencement of work.
- Suppliers and deliverers of goods will not smoke on NHS GGC premises.
- **Residences:** all residences must be smoke free in accordance with the Policy. Where this is not specified in the current lease agreement, this will be undertaken upon renewal.
- **Home visits:** Staff should not be exposed to second hand smoke during home visits. To protect staff who visit clients in their own homes, clients and their families will be requested not to smoke for the duration of the visit.

- **Breaches of the policy:** If a member of staff breaches the Smokefree Policy action will be taken in line with the NHSScotland Conduct Policy, including Early Resolution. [flowchart-nhsscotland-workforce-conduct-policy-flowchart-last-updated-march-2020.pdf](#)
- Staff breaching the Policy will also be supported to receive guidance from Quit Your Way Services. Line Managers will be made aware of their responsibility and authority in this matter.
- Staff who breach the policy and smoke within the No Smoking 15 metre perimeter of Hospital Buildings may be subject to a fixed penalty notice issued by Environmental Health Teams/ Police Scotland.
- **E cigarettes:** The use of e-cigarettes is permitted within NHS GGC grounds. The use is not permitted at building entrances and exits.
- Patients, visitors and staff will be able to use e-cigarettes in the grounds as above. Staff may only utilise e-cigarettes during rest breaks. E-cigarettes are not permitted for use within buildings.
- Specific guidance will be provided regarding the charging of e-cigarettes.
- Additional restrictions on the use and charging of e-cigarettes will apply in the following areas; Forensics (low and medium secure) and IPCUs. (See hospital manager for local arrangements).

Patients

Patients who wish to smoke may do so out with NHS Greater Glasgow and Clyde premises and grounds. All patients will be advised about the Smokefree Policy before or at the point of their admission.

- Patients experiencing nicotine withdrawal symptoms will be treated in a supportive manner and prescribed appropriate medication where required.
- Clients and their families will be requested not to smoke for the duration of any home visits.
- If NHS staff assist a patient to smoke within the 15 metre perimeter they may be subject to fixed penalty notice as it is illegal to 'knowingly permit' someone to smoke within the prohibited areas.

Breaches of the Policy: If a patient repeatedly breaches the Smokefree Policy, they may be dealt with in line with NHS Greater Glasgow and Clyde's Policy on Violence and Aggression because of the danger caused by tobacco smoke to staff and other patients.

It is an offence to smoke within NHS GGC buildings or in the 15 metre no-smoking perimeter zone outside Hospital buildings. Patients who smoke within this perimeter may be subject to enforcement through fixed penalty notice as previously described.

Visitors

- Visitors may not smoke in NHS Greater Glasgow and Clyde buildings, premises and grounds.
- **Breaches of the Policy:** If a visitor breaches the Smokefree Policy, they will be asked to leave the premises however, should individuals continue to smoke within the 15 metre no-smoking perimeter they may be subject to enforcement through fixed penalty notice as previously described.

5.2 Promotion of Tobacco

In line with NHS Greater Glasgow and Clyde's desire for active discouragement of tobacco use, tobacco products will not be sold, advertised or otherwise promoted on the premises. NHS Greater Glasgow and Clyde will not hold tobacco-related investments, or accept sponsorship or donations from tobacco companies.

5.3. Support for Smokers

5.3.1 Summary

Many smokers want to quit smoking. Patients may use a hospital stay as an opportunity to do so, and employees may use the Policy to enhance their motivation to stop. It is equally recognised that many smokers do not wish to stop, and that they must be helped to comply with the restrictions imposed by this Policy.

5.3.2 Support for All Staff

- Staff who smoke will be encouraged to seek support to quit and/or manage their smoking whilst at work.
- Staff who wish to stop smoking can access advice, support and free nicotine replacement therapy or other stop smoking medications.
- The local arrangements for accessing such support will be clearly publicised to staff through StaffNet and in local staff areas.
- QYW Hospital Advisors on all acute hospital sites in Greater Glasgow and Clyde can provide advice, support and access to free nicotine replacement or other stop smoking medication products for all NHS GGC staff who wish to stop smoking.
- Staff can either self refer or be referred by a line manager to the QYW Service through email – Quityourway.smokefreestaff@ggc.scot.nhs.uk.
- If staff do not wish to stop smoking they will be offered support to manage their smoking whilst at work in a manner which does not breach Policy.
- The Quit Your Way service will be clearly publicised and promoted to all staff through Staffnet and other communication routes.

Patients

- Pre-admission information for inpatients details NHSGGC Smoking Policy and 15 metre smoke free perimeter zones.
- Wherever possible, patients' smoking status should be documented on MAR (Acute hospitals) or EMIS (Mental Health hospitals) on admission as well as in their case notes. Smokers should be offered information about stopping smoking at the point of admission and regularly throughout their stay in hospital.
- Coming into hospital presents many patients with an ideal opportunity to stop smoking. NHS Greater Glasgow and Clyde is committed to providing practical help, support and advice to patients who wish to take advantage of this opportunity. This includes providing information, stop smoking support, and Nicotine Replacement Therapy (NRT) where appropriate.
- Each ward, clinic and department will have access to up-to-date information on the health effects of smoking and stop smoking services.

- In-patients experiencing acute nicotine withdrawal will be treated in a supportive manner and prescribed appropriate medication where required.
- If patients choose against medical and nursing advice to leave a clinical area they do so at their own risk. This has been reviewed by the Central Legal Office.

Visitors

Visitor information will include reference to the Policy, emphasising the support that smokers need when they are trying to quit, and discouraging the supply of tobacco products to patients.

General

Periodic publicity campaigns will be undertaken (e.g. No Smoking Day) to encourage smokers to attempt to stop, and publicise the support available.

5.3.3 Sources of Help to Stop Smoking for Staff, Patients & Visitors

Staff can email – Quityourway.smokefreestaff@ggc.scot.nhs.uk

Staff, patients and visitors can visit – <https://www.nhsggc.scot/quityourway>

Or call Quit Your Way Scotland on – **0800 84 84 84**

Occupational Health Department

Address: Occupational Health, 6th Floor, West Glasgow ACH, Dalnair Street, Glasgow, G3 8SJ.

Tel: 0141 201 0600.

Legal Obligations

By law NHS Greater Glasgow and Clyde is responsible for:

- Maintaining a safe, healthy working environment
- Ensuring that all enclosed and substantially enclosed premises are smokefree, and that appropriate No Smoking signs are clearly displayed.
- Protecting the health of patients, staff, visitors and contractors from hazardous environments
- Making sure that staff understand their responsibilities to take reasonable care of the health and safety of themselves and others
- Displaying clear signage and identifying 15 metre smokefree perimeters at hospital entrances; providing routine management of hospital entrances and delivering ongoing communication and education activities to support implementation of the Prohibition of Smoking Outside Hospital Buildings (Scotland) Regulations 2022.

Legislation:

- Health & Safety at Work etc Act 1974
- Smoking, Health and Social Care (Scotland) Act 2005
- The Workplace (Health, Safety & Welfare) Regulations 1992
- Employment Rights Act 1996
- The Disability Discrimination Act 1995
- The Pregnant Workers Directive
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Prohibition of Smoking Outside Hospital Buildings (Scotland) Regulations 2022

Supporting Documentation:

Very Brief Advice on Smoking	https://elearning.healthscotland.com/enrol/index.php?id=558
Quit Your Way Email	Quityourway.smokefreestaff@ggc.scot.nhs.uk
Quit Your Way Webpage	www.nhsggc.scot/quityourway
Occupational Health Referral Process	https://www.nhsggc.scot/staff-recruitment/hrconnect/occupational-health/
Complaints	https://www.nhsggc.scot/contact-us/complaints/
The Prohibition of Smoking Outside Hospital Buildings (Scotland) Regulations 2022: Equality Impact Assessment	https://www.gov.scot/binaries/content/documents/govscot/publications/impact-assessment/2022/03/regulations-ban-smoking-outside-hospital-buildings-eqia/documents/prohibition-smoking-outside-hospital-buildings-scotland-regulations-2022-equality-impact-assessment/prohibition-smoking-outside-hospital-buildings-scotland-regulations-2022-equality-impact-assessment/govscot%3Adocument/prohibition-smoking-outside-hospital-buildings-scotland-regulations-2022-equality-impact-assessment.pdf

6. Review

6.1 Implementation, Monitoring and Review

This Policy is intended to safeguard the health of all staff and visitors, and so all staff are responsible for its continued implementation.

The organisation will ensure that all appropriate legal signage is in place in accordance with the relevant legislation on smoking. Main smokefree provisions will be clearly displayed at all entrances to all premises. Information on the Policy will be made available to all staff during the induction process and on the NHS GGC website and StaffNet.

Overall responsibility for ensuring the policy is implemented, monitored and reviewed rests with the Director of Human Resources.

Monitoring of adherence to the Policy and uptake of stop smoking services will be carried out by the Tobacco Policy Implementation Group, Health & Safety groups, Risk Management Advisory groups, Healthy Working Lives groups, Occupational Health Departments and Human Resources Departments. All monitoring information will be reported to the Director of Human Resources as part of the review process.

Complaints regarding the implementation of this policy should be directed to NHSGGC Complaints Team and in line with NHSGGC Complaints Policy an initial response will be provided with 5 days (Stage1).

Complainants should be directed to the NHS GGC Complaints Team:

Tel: 0141 201 4500

Email: complaints@ggc.scot.nhs.uk

Further information can be found at: <https://www.nhsggc.scot/contact-us/complaints/>

Alternatively patients and visitors may wish to use the NHSGGC Care Opinion (www.careopinion.org.uk) to provide feedback.

Please direct any questions or concerns about the Policy to the Director of Human Resources.

7. References

A Communication and Implementation Plan

A smokefree communication plan has been developed. The initial phase is underway utilising both routine and targeted media to reach staff, patients and visitors. The campaign will build between now and December as materials become available from Scottish Government and site implementation progresses. The campaign information will comprise both Awareness raising and Educational initiatives.

Training Module - Smokefree Policy module (**GGC: 088 Smokefree Policy**) is available on LearnPro for all NHS GGC staff to access.

Management guidance is already available to support this policy but will need to be update to incorporate legislation changes.

B Monitoring

As per section 6.1 - Monitoring of adherence to the Policy and uptake of stop smoking services will be carried out by the Tobacco Policy Implementation Group, Health & Safety groups, Risk Management Advisory groups, Healthy Working Lives groups, Occupational Health Departments and Human Resources Departments. All monitoring information will be reported to the Director of Human Resources as part of the review process.

In order to support a coherent approach across NHSGGC the implementation of Prohibition of Smoking Outside Hospital Buildings (Scotland) Regulations 2022 has been incorporated into the Joint Health Protection Plan (with Local Authority Environmental Health Teams) and a subgroup of the Public Health (Health Protection) Liaison Group has been established to facilitate a partnership approach to implementation and enforcement.

C *Impact Assessment*

There are no changes to the EQIA associated with NHS GGC Smokefree Policy version 2021 and other previous versions.

In response to the Prohibition of Smoking Outside Hospital Buildings (Scotland) Regulations 2022, National EQIA has been completed concluding that whilst differential impact could be identified for a number of groups with protected characteristics any negative impacts of an enforceable 15 metre perimeter ban would be offset with positive impacts for all. Impact assessments have been carried out and can be found at www.gov.scot