

Title:	Smoke Free Policy		
Policy Author(s)	Bryan Nelson, Co-Director Public Health Tel: [REDACTED] @belfasttrust.hscni.net		
Responsible Director:	Brenda Creaney, Director of Nursing and User Experience		
Policy Type: (tick as appropriate)	*Directorate Specific <input checked="" type="checkbox"/>	Clinical Trust Wide <input type="checkbox"/>	Non Clinical Trust Wide <input type="checkbox"/>
If policy type is confirmed as *Directorate Specific please list the name and date of the local Committee/Group that policy was approved			
Smoke Free Working Group		01/12/2020	
Approval process:	Standards and Guidelines Committee Executive Team Meeting	Approval date:	02/02/2021 17/02/2021
Operational Date:	February 2021	Review Date:	February 2026
Version No.	3	Supersedes	V2 – October 2015 – October 2018
Key Words:	Smoking, Smoking Cessation, Smoking support, Smoke Free Sites		
Links to other policies			

Date	Version	Policy Author	Comments
January 2014	0.1	Bryan Nelson Fiona Meenan	Initial Draft
June 2015	1.1	Bryan Nelson Fiona Meenan	Minor amendments
October 2015	1.2	Bryan Nelson Fiona Meenan	Minor amendments
October 2015	2	Bryan Nelson	Minor amendments
November 2020	2.1	Elizabeth Gilhooly	Minor update amendments
February 2021	3		Final version

1.0 INTRODUCTION / SUMMARY OF POLICY

1.1 Background

Smoking is a major cause of death and illness in the UK, In Northern Ireland it is estimated that 2,300 people a year die from a tobacco related illness and nearly 16,700 people are hospitalised for a smoking related illness.

Smoking prevalence in Northern Ireland is currently 18% however analysis shows that smoking rates in those areas of highest deprivation are greater than in the most affluent areas. A large number of Northern Ireland's most deprived Ward areas are in Belfast therefore it is imperative that we act to reduce health inequalities and potentially save lives by providing the conditions to assist people to stop smoking. The recognition that smoking and breathing other peoples' smoke (second hand smoke) presents a health hazard is now reflected in smoking legislation which came into effect in April 2007. It is incumbent on the Trust to promote a safe and healthy environment for all staff and those who come into contact with our services.

1.2 Purpose

The Purpose of the Belfast Health and Social Care Trust is to "Improve health and wellbeing and reduce inequalities". The Belfast Trust is committed to positively influencing the health and wellbeing of our staff, patients and visitors. Preventing people smoking or protecting them from passive smoking is one way we hope to positively impact health. This policy will reinforce compliance with the provisions of "The Smoking (Northern Ireland) Order 2006" and develop this further to achieve a Smoke Free environment throughout all Trust sites including buildings, exits, entrances, Trust vehicles and grounds.

This policy:

- Designates all Trust workplace buildings, exits and entrances, Trust owned vehicles and grounds as Smoke Free areas from March 2016 with some very limited exemption arrangements which are consistent with current legislation and regulation.
- Clarifies the duties and responsibilities of all BHSCT staff including those with a managerial remit, in the implementation and operation of the policy.
- The policy applies to all employees of the Trust, also to all patients, clients, contractors, visitors, volunteers and members of the public using our facilities and services.

1.3 Objectives

- To promote the health and wellbeing of Trust staff, patients and visitors by establishing a Smoke Free environment.

- To ensure all Trust buildings, vehicles and grounds are maintained as Smoke Free.
- To provide assistance for staff, volunteers, patients and clients who wish to stop smoking.
- To comply with the Smoking (Northern Ireland) Order 2006.
- To promote a culture of non-smoking within Belfast Trust's catchment population.
- To set a positive and responsible corporate example to the public through our actions.
- To reduce the effects of passive smoking.
- To improve the environment and reduce littering that is associated with smoking.
- To ensure that all patients, staff and visitors are informed of the Smoke Free policy and the expectation to comply.

2.0 SCOPE OF THE POLICY

1. This Policy designates all Trust workplace buildings, exits, entrances, grounds and Trust-owned vehicles as Smoke Free areas from 9 March 2016 with some very limited exemption arrangements which are consistent with current legislation and regulation.
2. Clarifies the duties and responsibilities of all staff including those with a managerial remit, in the implementation and operation of the Policy.
3. The Policy applies to all employees of the Trust, also to all patients, clients, contractors, visitors, volunteers and members of the public using our facilities and services.
4. The Policy prohibits the use of electronic cigarettes (e-cigs) across Smoke Free Trust sites.

See **Appendix 3**

3.0 ROLES AND RESPONSIBILITIES

The Director of Nursing and User Experience is responsible for monitoring, co-ordinating and developing the policy under the direction of the Chief Executive. Managers will ensure that staff, for whom they are responsible, are aware of and adhere to this policy. The policy will be adopted at all levels of management. All staff employed by the Trust have a responsibility to accept their personal involvement in the application of the Smoke Free Policy. The Trust will ensure that adequate resources are made available to meet the objectives of the policy.

4.0 CONSULTATION

This policy has been developed by the Trust Smoke Free Working Group which is made up of a wide range of stakeholders including representatives from Trust Directorates and staff side.

An opinion survey regarding Smoke Free status across all BHSCT sites was carried out on all acute hospital sites and through BHSCT Internet and Intranet pages along with related social media fora.

The Trust has also worked with the Public Health Agency and the other Health & Social Service Trusts in the development of the policy.

Two follow up opinion surveys of all who engage with Belfast Trust, show overwhelming support for Belfast Trust's Smoke Free policy

The Policy has been endorsed by the Executive Team and Trust Board.

5.0 POLICY STATEMENT/IMPLEMENTATION

It is now recognised that, as well as creating an unpleasant environment, smoking and breathing second hand smoke are hazardous to health. It is particularly incumbent on Health and Social Care providers to promote a safe and healthy environment for all those who use Health and Social Care services and facilities.

Whether or not people smoke is a matter of personal choice. Notwithstanding this, the Trust has a responsibility to protect the health and wellbeing of all those who use our services and facilities, including employees, patients, clients, carers, volunteers, visitors and contractors. Working to develop a Smoke Free environment will demonstrate the Trust's commitment to reducing the incidence of smoking related diseases. In particular, the Policy takes account of:

- The Smoking (Northern Ireland) Order 2006, which seeks to establish comprehensive control on smoking in enclosed workplaces and public places by April 2007; and
- The employer's obligations under the Health and Safety at Work (Northern Ireland) Order 1978 – Article 4 states that employers "have a duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees".
- Ten Year Tobacco Control Strategy for Northern Ireland (2012)
- Ministerial Announcement March 2015
Making Life Better- A Whole System Strategic Framework for Public Health 2013-2023

This policy replaces all existing Belfast Trust Smoke-Free Policies.

5.1 Key Policy Principles

This policy designates all Trust workplaces, buildings, exits/entrances, grounds and Trust owned vehicles as Smoke Free areas since 9 March 2016, with some very limited exemption arrangements which are consistent with current legislation and regulation.

All facilities and Trust vehicles will display legislation-compliant Smoke Free signage. Guidance is set out in **Appendix 1**.

5.1.1 Line Managers Responsibility

- Ensure that all staff reporting to them are aware of and adhere to this policy.
- Ensure that any staff wishing to stop smoking will be allowed to access recognised Trust stop smoking sessions during work time.
- Ensure that employees are fully supported in reminding patients, members of the public and visitors of the Smoke Free Policy.
- Comply fully with the policy and act as a suitable role model for staff and patients.
- Ensure reference to the policy features on all relevant documentation.
- Monitor and maintain the Smoke Free policy within their area.

5.1.2 Trust Staff

All Trust employees are expected to actively promote and implement this policy acting upon it where required. Staff should act as role models for patients and visitors.

Trust staff must not smoke on Belfast Trust sites. Staff must not smoke whilst on duty; if staff choose to smoke during designated breaks, then they must do so off site and not be identifiable as Trust employees. The Trust would request staff not to smoke in their uniform and all staff must ensure that they do not smell of smoke when entering patient wards or client's homes.

The Trust does not have any official smoke breaks. Whilst on duty, Trust staff should comply with the Smoke Free policies of other organisations whose premises they are visiting or working in.

Staff who experience difficulty in adjusting to the Smoke Free policy should;

- Discuss the issue with their immediate line manager.
- Access support through the BHSCT Stop Smoking Service

An employee who breaches the Smoke Free policy will be reported to their line management and may be disciplined in accordance with the Trust's Disciplinary policy.

5.1.3 Patients

Patients must not smoke on Belfast Trust sites. Where possible patients being admitted for planned treatment should be informed in advance of the Belfast Trust's Smoke Free policy and will be advised that during their stay in hospital, they will not be permitted to smoke.

Where practicable all patients who smoke will be offered support to stop smoking including Nicotine Replacement Therapy.

It is recognised that attendance at hospital can be very stressful. Where patients insist on smoking and/or are unwilling to accept support then they must not smoke on Belfast Trust sites. If a patient is advised not to leave the

ward/department and chooses to do so this should be recorded in the patient's notes.

5.1.4 Visitors

Visitors are not allowed to Smoke on Belfast Trust sites.

Visitors to Belfast Trust premises should be informed of the Trust's Smoke Free policy.

Where practical, visitors who smoke will be signposted to Community Stop Smoking Support Services.

5.2 Action to be taken in cases of non-compliance

If a member of staff sees someone contravening the policy, it is expected that the following actions be taken, in a polite and courteous manner:

- Draw the individual's attention to the "No Smoking" signs, if the member of staff feels safe in doing so.
- Explain that the Trust has a Smoke Free policy to ensure a healthy and safe environment for everyone and ask them not to smoke on the Trust site.
- Offer support through Stop Smoking resources and give Smoke Free Information Card.
See Appendix 2 in relation to penalties for non-compliance.
- Staff are not expected to get involved in conflict situations in order to enforce the policy. In the event of anyone becoming violent or aggressive due to the smoking restrictions, reference should be made to the Trust's Policy on Management of Violence and Aggression and BHSCT Zero Tolerance Policy.
- Any difficulties with implementation of the policy should be reported to the relevant line manager, for adverse incident reporting.

5.3 Tobacco Sales

Sales of tobacco in any form will not be permitted in any Trust premises in accordance with Department of Health instructions.

5.4 Care provided in other settings

In order to improve the health & wellbeing of staff, and in compliance with the Health and Safety at work Order (NI) 1978, Belfast Health and Social Care Trust as an employer has to protect the health of its employees. Staff carrying out home assessments or providing care to patients/clients/carers in their own homes should not be expected to enter a smoking environment during the course of their work and should ask patients/clients/carers not to smoke for the duration of their visit.

Procedure for staff carrying out assessments or providing care to patients/clients/carers in their own homes.

- On initial assessment and on an ongoing basis, staff delivering home-based services should inform patients/clients/carers of the Trust's policy, and should require them to refrain from smoking for 1 hour before the visit and in their presence for the duration of their visit.
- Any service user or carer refusing to comply with this request should be advised that he/she may be compromising the provision of home-based care.
- Service users and carers who have difficulty with meeting the policy guidelines should be offered smoking cessation support. (See Appendix 4)
- Staff should inform their line manager of all cases where smoking is taking place in a patient/client's home and seek advice if difficulties arise around compliance.

The Trust's Duty of Care also extends to services commissioned by the Trust from external organisations on behalf of patients, clients and carers. All such organisations are expected to comply with the provisions of The Smoking (Northern Ireland) Order 2006 and this BHSCT Smoke Free policy.

Exemptions

Some very limited exemptions are listed in the Smoke Free legislation. In line with the Smoking (NI) Order 2006, this Policy is not intended to prevent individuals from smoking in areas of premises, which are considered to be **'their private residential space'**. Nevertheless, in certain types of residential accommodation balance is needed between allowing people to smoke in their own residential space, and protecting others from exposure to second-hand smoke, including those people who call the premises home, and the people who work there.

The exemptions relevant to Belfast Trust are subject to certain conditions: - **(see Appendix 2).**

- Designated rooms in Residential and Nursing Homes solely caring for people aged 18 or above.
- Private accommodation owned by the Trust – e.g. for use as live-in (as opposed to sleep-in) accommodation by staff or students.
- Supported Living Schemes where the accommodation is rented by the service users / individual service users.
- Phased approach to wards in the Learning Disability Hospital until March 2017 when remaining delayed service users awaiting resettlement will be discharged.

5.5 Assistance for people who wish to give up smoking

The Trust will offer a wide range of help and support to staff and clients who wish to stop smoking. This will be co-ordinated through the Health Improvement Team (See Appendix 4).

Visitors and members of the public can access smoking cessation support from their GP or local pharmacy.

Where an employee has difficulties in complying with the policy due to smoking addiction, they can either seek information on smoking cessation provision from the Health Improvement Team or, alternatively, seek the assistance of the Occupational Health Service.

Line managers should encourage and enable staff to take advantage of the help available and provide support for those genuinely trying to adhere to the policy, to receive brief intervention training and, if merited, to train as smoking cessation tutors.

The information contained in this guidance is meant to support the Health and Safety at Work (NI) Order 1978 in providing a working environment for all staff that is, so far as is reasonably practical, safe and without risk to health.

5.6 Implementation

All staff employed by the Trust have a responsibility to accept their personal involvement in the application of the Smoke Free Policy. In addition in order to ensure a consistent application of the policy throughout the Trust an Implementation Group under the Chair of the Director of Nursing and User Experience has been established. Membership will include representatives from Directorates, Estates, Health Improvement, Communications, Health and Safety, Trade Unions, Patient Representative & Human Resources.

The Terms of Reference of the Group are to monitor implementation, analyse issues of non-compliance and Policy review.
In addition the following actions will be required to ensure successful

5.6.1 Human Resources

Ensure Policy is included in induction for new staff.
Provide guidance re action to be taken in cases of non-compliance in line with Trust procedures.

5.6.2 Health Improvement

Co-ordinate provision of training and support in relation to stopping smoking (See Appendix 4).

5.6.3 Occupational Health

Provide support and assistance for smokers who wish to stop smoking and signpost and refer to Belfast Trust Stop Smoking Service.

5.6.4 Estates Department

Provision of legislation-compliant Signage.
Ensure designation of exempted Rooms in Residential facilities is compliant with Smoking Order Regulations.
Provision of bins at appropriate locations suitable for extinguishing cigarettes.
Tenancy agreements for live-in accommodation.

5.6.5 Corporate Communications Communication Plan

Production, distribution of leaflets.

Use of Trust-wide Corporate media to promote awareness and compliance.

5.6.6 Facility Managers

Identify any signage issues and liaise with Estates to address.

Identify need for designation of smoking room(s), if permitted under legislation (i.e. residential receiving no treatment) and liaise with Estates.

Identification of issues concerning smoking outside Trust buildings.

5.6.7 Line managers

Ensuring all employees are aware and comply with the Policy.

Dissemination of Guidance on application of Policy during visits to patients and clients in their own homes.

Document and instigate action in cases of non-compliance.

Support staff in the application of the policy.

5.6.8 Admissions/Attendance at appointments

Ensure all documentation issued to invite patients for appointment/ admission, clearly advice of Smoke Free policy.

6.0 MONITORING AND REVIEW

The Director of Nursing and User Experience is responsible for monitoring, co-ordinating and developing the policy under the direction of the Chief Executive.

The implementation of the policy will be monitored by a number of methods:

- Staff will record incidences of breaches of the policy using the Trust's Incident Report Form.
- Human resources will collate information on the number and range of disciplinary issues and provide regular reports to the Implementation group. Similarly Risk and Governance will provide this information regarding related reported adverse incidents.
- Health Improvement/Occupational Health will provide information on the numbers of people seeking help in giving up smoking
- The Director of Nursing and User Experience will provide an Implementation Report to the Trust Board annually.
- Follow up opinion survey will be carried out.

7.0 EVIDENCE BASE/REFERENCES

This Policy is consistent with the Trust's legal obligations with respect to The Smoking (Northern Ireland) Order 2006 and also the Health and Safety at Work (Northern Ireland) Order 1978, Article 4 of which states that employers "have a duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees"

8.0 **APPENDICES**

- Appendix 1 Signage
- Appendix 2 Designation of exempted rooms - Guidelines for Designated Smoking Rooms in Residential Settings
- Appendix 3 E-cigarettes
- Appendix 4 Stop Smoking Service Contact Details

9.0 **NURSING AND MIDWIFERY STUDENTS**

Nursing and/or Midwifery students on pre-registration education programmes, approved under relevant 2018/2019 NMC education standards, must be given the opportunity to have experience of and become proficient in **Smoke Free Policy**, where required by the student's programme. This experience must be under the appropriate supervision of a registered nurse, registered midwife or registered health and social care professional who is adequately experienced in this skill and who will be accountable for determining the required level of direct or indirect supervision and responsible for signing/countersigning documentation.

Direct and indirect supervision

- Direct supervision means that the supervising registered nurse, registered midwife or registered health and social care professional is actually present and works alongside the student when they are undertaking a delegated role or activity.
- Indirect supervision occurs when the registered nurse, registered midwife or registered health and social care professional does not directly observe the student undertaking a delegated role or activity. (NIPEC, 2020)

This policy has been developed in accordance with the above statement.

Wording within this section must not be removed.

10.0 **EQUALITY IMPACT ASSESSMENT**

The Trust has legal responsibilities in terms of equality (Section 75 of the Northern Ireland Act 1998), disability discrimination and human rights to undertake a screening exercise to ascertain if the policy has potential impact and if it must be subject to a full impact assessment. The process is the responsibility of the Policy Author. The template to be complete by the Policy Author and guidance are available on the Trust Intranet or via this [link](#).

All policies (apart from those regionally adopted) must complete the template and submit with a copy of the policy to the Equality & Planning Team via the generic email address equality@belfasttrust.hscni.net

The outcome of the equality screening for the policy is:

Major impact
Minor impact
No impact

Wording within this section must not be removed

11.0 DATA PROTECTION IMPACT ASSESSMENT

New activities involving collecting and using personal data can result in privacy risks. In line with requirements of the General Data Protection Regulation and the Data Protection Act 2018 the Trust considers the impact on the privacy of individuals and ways to mitigate against any risks. A screening exercise must be carried out by the Policy Author to ascertain if the policy must be subject to a full assessment. Guidance is available on the Trust Intranet or via this [link](#).

If a full impact assessment is required, the Policy Author must carry out the process. They can contact colleagues in the Information Governance Department for advice on Tel: 028 950 46576

Completed Data Protection Impact Assessment forms must be returned to the Equality & Planning Team via the generic email address [REDACTED]@belfasttrust.hscni.net

The outcome of the Data Protection Impact Assessment screening for the policy is:

Not necessary – no personal data involved
A full data protection impact assessment is required
A full data protection impact assessment is not required

Wording within this section must not be removed.

12.0 RURAL NEEDS IMPACT ASSESSMENT

The Trust has a legal responsibility to have due regard to rural needs when developing, adopting, implementing or revising policies, and when designing and delivering public services. A screening exercise should be carried out by the Policy Author to ascertain if the policy must be subject to a full assessment. Guidance is available on the Trust Intranet or via this [link](#).

If a full assessment is required the Policy Author must complete the shortened rural needs assessment template on the Trust Intranet. Each Directorate has a Rural Needs Champion who can provide support/assistance.

Completed Rural Impact Assessment forms must be returned to the Equality & Planning Team via the generic email address

██████████@belfasttrust.hscni.net

Wording within this section must not be removed.

13.0 REASONABLE ADJUSTMENT ASSESSMENT

Under the Disability Discrimination Act 1995 (as amended) (DDA), all staff/ service providers have a duty to make Reasonable Adjustments to any barrier a person with a disability faces when accessing or using goods, facilities and services, in order to remove or reduce such barriers. E.g. physical access, communicating with people who have a disability, producing information such as leaflets or letters in accessible alternative formats. E.g. easy read, braille, or audio or being flexible regarding appointments. This is a non-delegable duty.

The policy has been developed in accordance with the Trust's legal duty to consider the need to make reasonable adjustments under the DDA.

Wording within this section must not be removed.

SIGNATORIES

(Policy – Guidance should be signed off by the author of the policy and the identified responsible director).

████████████████████

01/12/2020

Date: _____

Policy Author

████████████████████

17/02/2021

Date: _____

Director

Appendix 1: Signage

No Smoking signage in Smoke Free premises.

Should be compliant with The Smoking (Northern Ireland) Order 2006 and regionally agreed Smoke Free signage to be used by all Health & Social Care Trusts

Appendix 2: Designation of Exempted Rooms - Guidelines for Designated Smoking Rooms in Residential Settings

Exemptions

In line with the Smoking (NI) Order 2006, this Policy is not intended to prevent individuals from smoking in areas of premises, which are considered to be **'their private residential space'**. Nevertheless, in certain types of residential accommodation balance is needed between allowing people to smoke in their own residential space, and protecting others from exposure to second-hand smoke, including those people who call the premises home, and the people who work there.

Some very limited exemptions are listed in the smoke-free legislation. The exemptions relevant to the Belfast Trust are subject to certain conditions:

Designated rooms in Residential and Nursing Homes solely caring for people aged 18 or above.

Designated rooms in Residential and Nursing Homes used as accommodation for persons aged 18 years and over, are exempted from the smoke-free requirement subject to the following conditions:

(N.B... The provision for permitting smoking in a designated room in residential accommodation in a mental health unit ceased to have effect from 30th April 2008).

N.B. Friends and family visiting patients or clients in residential facilities will not be permitted to smoke in the internal designated areas.

Private accommodation owned by the Trust – e.g. for use as live in (as opposed to sleep in) accommodation by staff or students.

This type of accommodation is exempted from the legislation, except for those areas that are used as a place of work and communal areas such as stairwells, for which the smoke free policy does apply.

Appendix 3: E-cigarettes (E-cigs)

Belfast Trust prohibits the use of e-cigarettes i.e. E-cigarettes are not allowed to be used in enclosed or substantially enclosed areas or on any Trust grounds. This position is based on direction from the Public Health Agency (PHA). This position will be reviewed, as an evidence base emerges around the effects of e-cigarettes.

Definitions

Smoking

Refers to smoking tobacco or anything which contains tobacco, or smoking any other substance. It includes being in possession of lit tobacco cigarette or of anything lit which contains tobacco.

No Smoking symbol

Means a symbol, which consists of a graphic representation of a single burning cigarette enclosed in a red circle of at least 75 millimetres in diameter with a red bar across it.

Further information may be obtained from:

<https://www.stopsmokingni.info/>
www.spacetobreathe.org.uk
PHA Statement on E-Cigarettes

Appendix 4: Belfast Trust Stop Smoking Service - Team Contact Details



Stop Smoking Service, Belfast Trust

Meet the Team

- Paul O’Kane provides support for patients and staff (Bands 4+) in Belfast City Hospital, Musgrave Park Hospital and Knockbracken Health Care Park.

M: [REDACTED]
E: [REDACTED]@belfasttrust.hscni.net

- Darren Whiteside provides support for patients and staff (Bands 4+) in the Royal Victoria Hospital and the Mater Hospital. Darren also provides support for the Belfast Trust’s Essential Support Staff (Bands 1-3).

M: [REDACTED]
E: [REDACTED]@belfasttrust.hscni.net

- Fiona McCambridge and Caroline Semple are Stop Smoking Specialist Midwives. They support women during their pregnancy, providing education, support and advice, which can also be delivered to the woman’s partner.

Fiona is based in the Maternity Ward @ the Mater Hospital;

M: [REDACTED]
E: [REDACTED]@belfasttrust.hscni.net

Caroline is based in the Maternity Ward @ the Royal Jubilee Maternity Hospital.

M: [REDACTED]
E: [REDACTED]@belfasttrust.hscni.net

- Smoking Wardens
E: [REDACTED]@belfasttrust.hscni.net
E: [REDACTED]@belfasttrust.hscni.net

What does the Stop Smoking Service Provide?

The Stop Smoking Service at Belfast Trust aims to support patients and staff to achieve the single most important thing they can do to improve their quality of life by stopping smoking. The Stop Smoking Specialist can help patients and staff make sustainable change with the offer of:

- Motivational support
- Confidence Building
- Behavioural Support
- Breaking the habit
- Weekly Support
- Nicotine Replacement Therapy.

Smokers are four times more likely to succeed at stopping smoking with the support of a Stop Smoking Specialist, than if they try to quit unaided.