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Cardiff and Vale  
University Health Board

**AGENDA ITEM 3.1**

**11<sup>th</sup> January 2011**

**NO SMOKING AND SMOKE FREE ENVIRONMENT POLICY**

<b>Report of</b>	Director of Public Health
<b>Paper prepared by</b>	Head of Health Promotion
<b>Executive Summary</b>	<p>In July 2010 Cardiff and Vale University Health Board (UHB) committed to support the development of the UHB as an actively seeking 'practising public health organisation'. As part of a phased approach, agreement that focusing on tobacco – specifically the reduction in prevalence and incidence of smoking – would be a priority'.</p> <p>A 'Smoke Free UHB' Steering Group was established and a Project Initiation Document and Action Plan outlining key outcomes agreed. A priority of the group was to review the existing No Smoking and Smoke Free Environment Policy adopted by the UHB in February 2010 from the former Cardiff and Vale NHS Trust.</p> <p>Whilst it was accepted that the current (2008) No Smoking Policy advocated a 'No Smoking' ban for all staff, patients, visitors and contractors it detailed that this would be achieved over a 'period of 2-3 years'. No Implementation Plan was drafted and subsequently ambiguity of the status of the detail of the policy existed. This revised</p>

**FOR DISCUSSION**

	<p>policy builds upon the former, in that it details a full Implementation Plan with 3 distinct 'phases' with agreed outcomes over a period of one year – with a full smoking ban introduced in April 2012.</p> <p>Smoking is the main cause of preventable disease and premature death in Wales. Smoking cost NHS Wales £386 million in 2007/08, representing seven per cent of our total healthcare expenditure.</p>
<b>Action/Decision required</b>	To receive and discuss the proposed policy
<b>Link to other Board Committee (s) and sub-committees</b>	Health and Safety Committee, 11 <sup>th</sup> January 2011 Planned Employment Policy Sub-Group (February 2011)
<b>Link to Standards for Health Services in Wales</b>	
<b>Link to Public Health Agenda</b>	<p>The UHB recognises that tobacco – specifically the reduction and prevalence in smoking is considered to be one of four programme areas where population health and the evidence base show there is most to be gained.</p> <p>Smoking is the main cause of preventable disease and premature death in Wales. Smoking cost NHS Wales £386 million in 2007/08, representing seven per cent of our total healthcare expenditure. Smoking accounts overall for an estimated 22 per cent of all adult hospital admission costs, 14 per cent of all prescription costs, 13 per cent of all GP consultant costs and six per cent of outpatient costs (<i>Phillips &amp; Bloodworth, 2009</i>)</p>

<b>Link to UHB Strategic Direction and Corporate Objectives / Legislative and Regulatory Framework</b>	<p>The UHB strategic vision; ‘..We will work with partners and with communities to support the people of Cardiff and Vale in improving their own health and well-being.’</p> <p>The reduction in prevalence and incidence of smoking forms a key outcome of the UHB Public Health Local Delivery Plan.</p> <p>Performance measures include reduction in adult smokers accessing smoking cessation services and numbers of smokers quitting and 4 and 52 weeks.</p>
<b>Link to relevant evidence base</b>	<p>24% of our population smoke. Smoking is estimated to cause nearly 700 deaths each year in the UHB area.</p> <p>Evidence suggests that smoke free policies at work typically reduce the absolute prevalence of smoking by about 4 percent and partial policies by 2 percent. Combining the effects of reduced prevalence with lower consumption per continuing smoker yields a mean reduction of 1.3 cigarettes per day per employee which corresponds to a relative reduction of 29% (<i>Fichtenberg, 2002</i>). Smoke free policies are also known to reduce the number of cigarettes smoked each day by those who continue to smoke (<i>Nicotine Addiction in Britain, 2000</i>).</p>

## **NO SMOKING AND SMOKE FREE ENVIRONMENT POLICY**

### **INTRODUCTION**

Cardiff and Vale University Health Board (UHB) has a statutory responsibility for improving the health of the UHB population as well as providing individual patient centred care for promotion, prevention, diagnosis, treatment and rehabilitation. Maximising health will be a critical element in achieving a sustainable health service into the future.

In July 2010 Cardiff and Vale University Health Board (UHB) committed to support the development of the UHB as an actively seeking 'practising public health organisation'. As part of a phased approach, agreement that focusing on tobacco – specifically the reduction in prevalence and incidence of smoking – would be a priority.

As a 'Smoke Free UHB' a multi-disciplinary Steering Group agreed a detailed Project Initiation Document (PID) and Action Plan in September 2010. The implementation of a revised No Smoking and Smoke Free Environment Policy by 1<sup>st</sup> April 2011 was agreed as a priority outcome. A No Smoking Policy Task and Finish Group made up of key stakeholders, divisional and staff representatives was established and advised on the content, process and timeline of the proposed policy.

It is recognised that tobacco smoke in the environment is also a health hazard to both smokers and non-smokers through passive smoking. In addition to putting people at risk from diseases, smoking can also act as an irritant in the eyes, throat and respiratory tract; aggravate asthma and pose a significant fire risk. Ventilation or separating smokers and non-smokers within the same airspaces does not stop potentially dangerous exposure.

As part of a phased process, it is acknowledged that this policy builds upon the work of the previous 'No Smoking and a Smoke-free Environment Policy' (January 2008). It is recognised that the original policy stated that:

'It is the ultimate objective of the Trust (*UHB*), to remove all provision from smokers from its premises. It recognises however that this must be as staged progression over an extended period of 2 - 3 years.'

Whilst the previous policy recognised the importance of a staged progression to full ban, a formal Implementation Plan was not produced and therefore it is accepted that this revised policy would include agreed actions with review dates.

Crucially, smoking cessation support to staff is seen as a success factor in the effectiveness of smoking bans (*McKee and Gilmore, 2003*) and this factor is included within this policy.

The implementation of the policy will ensure compliance with the Smoke Free Premises etc (Wales) Regulations 2007 and will also support the implementation of the Corporate Health Standard at Work and provide the commitment to ensuring the UHB is a 'practising public health organisation'

The Local Partnership Forum is asked to consider this report and agree the policy as part of the UHBs statutory duties to protect staff and those who visit the UHB premises and grounds.

## **POLICY STATEMENT**

It is the intention of the UHB that (in applying a phased approach to implementation) all workplaces – including premises, grounds and vehicles will be smoke-free by October 2011.

Smoking will be prohibited throughout the entire UHB workplace, grounds and vehicles (the only exceptions will be designated rooms in mental health establishments and staff residences – communal areas) via a phased approach as outlined in the Implementation Plan attached as Appendix 1.

The UHB accepts that a full ban on smoking represents a change in culture for those who smoke and therefore have agreed a phased approach to implementing full prohibition.

The Implementation Plan outlines the 3 key phases of development in prohibiting smoking within the UHB. These are summarised as follows:-

<b>Phase</b>	<b>Key outcome</b>	<b>Summary description</b>	<b>Date</b>
<b>Phase 1</b>	<b>'Smoke Free Entrances'</b>	1. Entrance areas to be 'smoke free'. Smoking prohibited in these areas. 2. Smoking discouraged.	1 <sup>st</sup> April 2011

## FOR DISCUSSION

		<p>3. Employees supported to quit smoking/access to hospital in-house Smoking Cessation Services/Stop Smoking Wales.</p> <p>4. Smokers signposted to designated smoking areas (smoking shelters) – listed in Appendix 2.</p> <p>5. Smoking in UHB vehicles prohibited.</p>	
<b>Phase 2</b>	<b>'Smoke Free Employee'</b>	<p>1. UHB employees prohibited from smoking on UHB grounds.</p> <p>2. Employees supported to quit smoking/access to hospital in-house Smoking Cessation Services/Stop Smoking Wales.</p>	1 <sup>st</sup> July 2011
<b>Phase 3</b>	<b>'Smoke Free UHB'</b>	<p>1. All UHB employees, visitors, patients, service users and contractors prohibited from smoking on UHB premises, grounds.</p> <p>2. Designated smoking areas (smoking shelters) provision removed.</p> <p>3. Employees supported to quit smoking/access to hospital in-house Smoking Cessation Services/Stop Smoking Wales.</p>	1 <sup>st</sup> October 2011

It is recognised that in a 'practising public health organisation' UHB staff have an important role to play in promoting health and wellbeing. It is therefore considered a priority to discourage employees from smoking on UHB sites.

This policy applies to all UHB employees, contractors, visitors and patients/service-users.

## **NATIONAL LEGISLATION**

The Health and Safety at Work etc Act 1974 places a duty of care on employers to 'provide and maintain a safe working environment which is, so far as is reasonably practical, without risk to health and adequate as regards facilities and arrangements for their welfare at work'

The Health Act 2006 & The Smoke-Free Premises etc (Wales) Regulations 2007 prohibit smoking in virtually all enclosed public places and workplaces and came into force on 2<sup>nd</sup> April 2007. These regulations only exempt in addition to private residences the following types of residential accommodation, subject to specific conditions:

- Designated bedrooms in hotels, guesthouses etc
- Care Homes as defined in the Care Standards Act 2000
- Adult Hospices
- Mental Health Units providing residential accommodation

The Act created three offences:

1. Failure to provide appropriate signage in smoke free premises (maximum fine £1,000)
2. Smoking in a smoke free place (maximum fine £200).
3. Allowing smoking to take place in smoke free premises (maximum fine £2,500).

The aim of this policy is to protect employees, contractors, visitors and patients/service-users to UHB sites from exposure to second hand smoke (also known as passive or environmental smoke) and to ensure compliance with the Health Act 2006 and related regulations for Wales and the Smoke Free Premises etc (Wales) regulations 2007.

In order to achieve this, the following must be established:

- Provide effective communication processes to ensure compliance and adherence to the policy
- Agree an Implementation Plan which outlines each phase of development within an agreed timescale
- Provide adequate smoking cessation support and encouragement for those smokers who wish to stop smoking
- Ensure that arrangements are in place for enforcing and monitoring of the policy during early implementation

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- Ensure full UHB commitment and reinforcement of support from all Executive Directors and managers
- Ensure appropriate signage and awareness of designated smoking areas (*Implementation Plan - Phases 1 and 2 only*)
- Ensure designated smoking areas are sited in appropriate locations and well maintained (*Phases 1 and 2 only*)
- Removal of designated smoking areas (smoking shelters) – Phase 3

## **CONCLUSION**

This Policy is applicable to all employees, contractors, visitors and service-users (patients).

The only exempt premises are those rooms designated within Mental Health establishments and UHB owned staff residences (private rooms).

Smoking will be prohibited throughout the entire workplace, grounds and UHB vehicles by October 2011.

## **RECOMMENDATION**

The Local Partnership Forum is asked to:

- **RECIEVE THIS POLICY AND PROVIDE COMMENTS TO THE NEXT EMPLOYMENT POLICIES SUB GROUP AND LOCAL PARTNERSHIP FORUM**

**IMPACT ASSESSMENT**

<b>Health Improvement</b>	This Policy will support the UHB in working towards improving health and well-being by preventing smoking thereby contributing to a reduction in smoking related illness
<b>Workforce</b>	<p>This policy will impact on employees – particularly in phases 2 and 3 of the Implementation Plan.</p> <p>Evidence suggests that staff who are smokers will smoke less if working in a No Smoking prohibited area. Evidence also states that those who continue to smoke in designated areas or off site (Phase 1) will reduce the number of cigarettes smoked in a working day.</p> <p>The hospital in-house Smoking Cessation Service will be available for employees to access. It is anticipated that capacity of the existing service staff will be affected.</p>
<b>Education and Training</b>	<p>This Policy will require on-going support from specific trainers to incorporate aspects of the Implementation Policy into any training given to employees – for example Violence and Aggression Training.</p> <p>Brief Intervention Smoking Cessation Training will also be available for employees.</p>
<b>Financial</b>	<p>This Policy will require some immediate investment in signage and training.</p> <p>Nicotine Replacement Therapy for staff may need to be purchased impacting on UHB budget.</p> <p>Capacity of the hospital in-house smoking cessation service may also need to be increased.</p>

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<b>Legal</b>	This policy will ensure compliance with the Smoke free Premises etc (Wales) Regulations 2007 and the Health and Safety at Work Act 1974 and the Health Act 2006.
<b>Equality</b>	This policy represents the health and well-being of all staff, patients, visitors and contractors to UHB premises and grounds.
<b>Environmental</b>	<p>This policy recognises that tobacco smoke in the environment is also a health hazard to both smokers and non-smokers through passive smokers.</p> <p>The aim of this policy is to protect employees, contractors, visitors and patients to UHB sites from exposure to second-hand smoke.</p>

## **RISK ASSESSMENT**

<b>Clinical/Service</b>	Medium – Hospital in house Smoking Cessation Service may have increased demands on service.
<b>Financial</b>	Medium – Prescribing costs, hospital in-house Smoking Cessation Service.
<b>Reputational</b>	High – in order for the UHB to be a credible and effective advocate for population health improvement the UHB must be able to demonstrate that it is actively promoting health and wellbeing and preventing ill health.

<b>Acronyms and abbreviations</b>	Nil
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## **CONSULTATION AND ENGAGEMENT**

Cardiff and Vale UHB Practising Public Health Organisation Steering Group  
Cardiff and Vale UHB Smoke Free UHB Steering Group  
Cardiff and Vale UHB No Smoking Policy Task and Finish Group  
Employment Policy Sub-Group  
Health and Safety Committee

## **SOURCES OF INFORMATION**

British Thoracic Society. (2005) *Smoke Free Hospitals*. London: The British Thoracic Society

Fichtenberg, C. Glantz, S.(2002). *Effect of smoke-free workplaces on smoking behaviour: systematic review*. London: BMJ 2002; 325:188

Kim,B. (2009) *Workplace Smoking Ban policy and Smoking behaviour*. Journal of Preventative Medicine Public Health 2009:42: pp293-297

McKee,M. Gilmore, A. (2003) *Smoke free hospitals*. London: BMJ 2003;326: 941-942

National Institute for Health and Clinical Excellence. (2007) *Workplace interventions to promote smoking cessation*. London: NICE

National Institute for Health and Clinical Excellence. (2008) *Smoking Cessation Services in primary care, pharmacies, local authorities and workplaces, particularly for manual working groups, pregnant women and hard to reach communities*. PH10. London: NICE.

Phillips, C. Bloodworth, A..(2009) *Costs of smoking to the NHS in Wales*. ASH Wales and BHF

## NO SMOKING AND SMOKE FREE ENVIRONMENT POLICY

<b>Reference No:</b>		<b>Version No:</b>	1	<b>Previous Trust/LHB Ref No:</b>	Trust 91
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<b>Documents to read alongside this Policy</b>	'A Practising Public Health Organisation' Board Paper, 6 <sup>th</sup> July 2010 Cardiff and Vale University Health Board
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### OUT OF DATE POLICY DOCUMENTS MUST NOT BE RELIED ON

# NO SMOKING AND SMOKE FREE ENVIRONMENT POLICY

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## 1. INTRODUCTION

Smoking is the main cause of preventable disease and premature death in Wales. Smoking cost NHS Wales £386 million in 2007/08, representing seven per cent of our total healthcare expenditure. Smoking accounts overall for an estimated 22 per cent of all adult hospital admission costs, 14 per cent of all prescription costs, 13 per cent of all GP consultant costs and six per cent of outpatient costs (*Phillips & Bloodworth, 2009*)

It is recognised that tobacco smoke in the environment is also a health hazard to both smokers and non-smokers through passive smoking. In addition to putting people at risk from diseases, smoking can also act as an irritant in the eyes, throat and respiratory tract; aggravate asthma and pose a significant fire risk. Ventilation or separating smokers and non-smokers within the same airspaces does not stop potentially dangerous exposure.

Cardiff and Vale University Health Board (UHB) has a statutory responsibility for improving the health of the UHB population as well as providing individual patient centred care for promotion, prevention, diagnosis, treatment and rehabilitation. Maximising health is a critical element in achieving a sustainable health service into the future.

In order to be a credible and effective advocate for population health improvement, as an organisation the UHB must be able to demonstrate that it is actively promoting health and wellbeing and preventing ill health. Our employees are ambassadors for health and have an important role to play in promoting health and wellbeing.

In July 2010 the board committed to support the development of the UHB as an actively seeking 'practising public health organisation'. As part of a phased approach, agreement that action on tobacco would be a priority, specifically the reduction in prevalence and incidence of smoking.

A multi-disciplinary steering group agreed a detailed project document (PID) and action plan in September 2010 to support action on tobacco. The implementation of a revised 'No Smoking and Smoke Free Environment Policy' by 1<sup>st</sup> April 2011 was agreed as a priority outcome. A task and finish group made up of key stakeholders, divisional and staff representatives was established and has advised on the content, process and timeline of the proposed policy.

The UHB has already agreed performance indicators which reflect the aims and objectives of this policy but seek to measure progress in our population as a whole. The number of adult smokers, the number accessing smoking cessation services and the number of those quitting smoking at 4 and 52

weeks are the chosen indicators and are linked to the incidence and prevalence of smoking within the UHB population.

## **GUIDANCE AND EVIDENCE**

The guidance document 'Smoke Free Hospitals' (*British Thoracic Society, 2005*) advocates a 'developed and resourced comprehensive programme supported by the Trust Board ....coupled with advice and help on smoking cessation', as the most effective intervention for preventing smoking in hospitals. This document recommends 4 steps in implementing a smoking ban:

Step 1: Obtain commitment from the Trust (*UHB*) Board with publication of a 'No Smoking Policy'.

Step 2: Restrict smoking by patients and staff within the hospital to various permitted areas.

Step 3: Restrict smoking to areas outside the hospital and clear of the hospital entrances.

Step 4: Move to a smoke-free hospital, including buildings and grounds.

NICE Guidelines recommend the development of a policy that provides smoking cessation as part of a wider tobacco control strategy (*NICE Public Health Guidance 10, 2008*). Crucially, smoking cessation support to staff is seen as a success factor in the effectiveness of smoking bans (*McKee and Gilmore, 2003*).

Evidence suggests that smoke free policies at work typically reduce the absolute prevalence of smoking by about 4 percent and partial policies by 2 percent. Combining the effects of reduced prevalence with lower consumption per continuing smoker yields a mean reduction of 1.3 cigarettes per day per employee which corresponds to a relative reduction of 29% (*Fichtenberg, 2002*). Smoke free policies are also known to reduce the number of cigarettes smoked each day by those who continue to smoke (*Nicotine Addiction in Britain, 2000*). A study published in 2009 further found that whilst a full workplace No Smoking Ban reduced the current smoking rate by 6.4% among all workers the average daily consumption amongst those continuing to smoke reduced by 3.7% (*Kim, 2009*). There is some evidence that compares quit rates of employees working in a full smoking ban with that of a partial ban. Smokers in total bans were more likely to stop smoking during working hours whereas those in partial bans were more likely to increase their consumption (*Style and Capewell, 1998*).

This proposed policy will ensure compliance with the Smoke Free Premises etc (Wales) Regulations 2007 and will also support the implementation of the Corporate Health Standard at Work

It builds upon the work of the previous 'No Smoking and a Smoke-free Environment Policy' (Trust January 2008). That policy stated:

'It is the ultimate objective of the Trust (*UHB*), to remove all provision from smokers from its premises. It recognises however that this must be as staged progression over an extended period of 2 - 3 years.'

Whilst the previous policy recognised the importance of a staged progression to full ban, a formal implementation plan was not progressed.

Within the wider Cardiff and Vale community, the Tobacco Free Partnership have engaged with a wide range of stakeholders to agree detailed outcomes and actions to reduce the prevalence and incidence of smoking which are published in the Tobacco Control Cardiff Strategy and Smoke Free Vale Strategic Action Plan. Implementation of the UHB policy will contribute to this wider approach.

## 2. POLICY STATEMENT

All UHB workplaces , (premises, grounds and vehicles), will be smoke-free by January 2012.

Smoking will be prohibited throughout the UHB workplace, grounds and vehicles with two exceptions.

Exceptions:

1. designated rooms in mental health establishments
2. staff residences – in private rooms

It is recognised that a full ban on smoking represents a change in culture for those who smoke so implementation will be phased over 6 months as described below

Phase	Key outcome	Summary description	Date
Phase 1	<b>'Smoke Free Entrances'</b>	1. Entrance areas to be 'smoke free'. Smoking prohibited in these areas. 2. Smoking discouraged. 3. Employees supported to quit smoking/access to hospital in-house Smoking Cessation Services/Stop Smoking Wales. 4. Smokers signposted to designated smoking	1 <sup>st</sup> April 2011

		areas (smoking shelters) – listed in Appendix 2. 5. Smoking in UHB vehicles prohibited.	
<b>Phase 2</b>	<b>‘Smoke Free Employee’</b>	1. UHB employees prohibited from smoking on UHB grounds. 2. Employees supported to quit smoking/access to hospital in-house Smoking Cessation Services/Stop Smoking Wales.	1 <sup>st</sup> July 2011
<b>Phase 3</b>	<b>‘Smoke Free UHB’</b>	1. All UHB employees, visitors, patients, service users and contractors prohibited from smoking on UHB premises, grounds and vehicles. 2. Designated smoking areas (smoking shelters) provision removed. 3. Employees supported to quit smoking/access to hospital in-house Smoking Cessation Services/Stop Smoking Wales.	1 <sup>st</sup> October 11

This policy applies to all UHB employees, contractors, visitors and patients/service-users (see exceptions above).

The UHB is committed to supporting employees and patients who wish to stop smoking.

### **3. NATIONAL LEGISLATION**

The Health and Safety at Work etc Act 1974 places a duty of care on employers to ‘provide and maintain a safe working environment which is, so far as is reasonably practical, without risk to health and adequate as regards facilities and arrangements for their welfare at work’

The Health Act 2006 & The Smoke-Free Premises etc (Wales) Regulations 2007 prohibit smoking in virtually all enclosed public places and workplaces and came into force on 2<sup>nd</sup> April 2007. These regulations only exempt in

addition to private residences the following types of residential accommodation, subject to specific conditions:

- Designated bedrooms in hotels, guesthouses etc
- Care Homes as defined in the Care Standards Act 2000
- Adult Hospices
- Mental Health Units providing residential accommodation

The Act created three offences:

1. Failure to provide appropriate signage in smoke free premises (maximum fine £1,000)
2. Smoking in a smoke free place (maximum fine £200).
3. Allowing smoking to take place in smoke free premises (maximum fine £2,500).

#### **4. AIM**

The aim of this policy is two fold:

- to protect employees, contractors, visitors and patients/service-users to UHB sites from exposure to second hand smoke (also known as passive or environmental smoke) and to ensure compliance with the Health Act 2006 and related regulations for Wales and the Smoke Free Premises etc (Wales) regulations 2007
- to actively promote and support health and wellbeing

This aim reflects the UHBs' strategic vision which includes:-

“ We will be the flagship UHB in Wales, with an international reputation for excellence and innovation. Our skilled and committed staff will provide safe, high quality care, at the right time, in the right place”

“ We will work with partners and with communities to support the people of Cardiff and Vale in improving their own health and well-being”

In prioritising the promotion of a smoke free environment, the UHB demonstrates a key and fundamental example of a 'practising public health organisation.'

#### **5. OBJECTIVES**

The objective of this policy is to improve health by promoting action to limit smoking and to protect and promote the health of both the smoker and the non-smoker.

In order to achieve this, the following must be established:

- Provide effective communication processes to ensure compliance and adherence to the policy
- Deliver the implementation plan within the timescale
- Provide adequate smoking cessation support and encouragement for those smokers who wish to stop smoking
- Ensure that arrangements are in place for enforcing and monitoring of the policy particularly during early implementation
- Ensure full UHB commitment and reinforcement of support from all independent members, executive directors, senior clinicians and managers
- Ensure appropriate signage and awareness of designated smoking areas (*implementation plan - phases 1 and 2 only*)
- Ensure designated smoking areas are sited in appropriate locations and well maintained (*phases 1 and 2 only*)
- Removal of designated smoking areas (smoking shelters) – phase 3

## **6. SCOPE**

This Policy is applicable to all employees, contractors, visitors and service-users (patients), with two exceptions.

The only exempt premises are those rooms designated within Mental Health establishments and UHB owned staff residences (private rooms).

Smoking will be prohibited throughout the entire workplace, grounds and UHB vehicles by October 2011.

## **7. DEFINITIONS**

A full list of definitions used in this policy are listed as Appendix 3.

## **8. ROLES AND RESPONSIBILITIES**

This policy affects all UHB employees as everyone in the UHB has some responsibility for ensuring the health and wellbeing of staff and those accessing UHB sites.

### **8.1 The UHB Board**

The UHB Board is responsible for ensuring that UHB policy is implemented effectively.

### **8.2 The Health and Safety Committee of the Board will be responsible for monitoring and managing the policy.**

### **8.3 Chief Executive**

As Accountable Officer the Chief Executive is ultimately accountable for the effective management of the UHB's business and in particular for ensuring that policies are adhered to.

### **8.4 Director of Public Health**

The Director of Public Health is responsible for improving the health and wellbeing of the UHB population. The Director of Public Health advises and supports the 'practising public health' commitment.

### **8.5 Directors**

'Divisional' Directors have responsibility for compliance with the No Smoking and Smoke Free Environment Policy. They must ensure compliance with No Smoking legislation and for compliance at premises for which they are accountable.

Divisional Directors and Assistant Directors should ensure that everyone in their Division/Directorate understands their responsibilities in ensuring compliance.

### **8.6 Managers**

Managers have a responsibility to manage their staff in compliance with this policy

#### **8.6.1 All Employees**

All our employees have responsibility to adhere to UHB policy and to promote the health and wellbeing of our population.

## **9. APPLICATION OF THIS POLICY**

The policy will be introduced through a six month phased approach ( detailed further in appendix 1).

The key measures to be adopted adopt to implement and ensure compliance with this policy are outlined below:

### **9.1 No Smoking Signage**

The UHB is required, by law to display appropriate 'No Smoking Signs' in prominent positions at or near each entrance to the premises so that people entering the premises can see it. If there is more than one

entrance used by staff, service users, contractors or visitors, more than one sign will need to be displayed.

The regulations outline the minimum requirement for 'No Smoking' signs that should be displayed at all entrances to enclosed premises, stating they must;

- Be flat and rectangular and at least 160mm by 230 mm in size.
- Display the internal 'No Smoking' symbol in red, at least 85mm in diameter
- Contain the following bilingual statement: 'Mae ysmygu yn y fangre hon yn erbyn y gyfratih/It is against the law to smoke in these premises'.

The international 'No Smoking' symbol signs can be used elsewhere in the UHB premises to emphasise the ban.

No Smoking signage needs to be displayed in each compartment of work vehicles. The regulations state that a 'No Smoking' vehicle sign must;

- Display the international 'No Smoking' symbol in red, at least 75 mm in diameter.

Additional signage can be ordered free of charge on line at [www.smokingbanwales.co.uk](http://www.smokingbanwales.co.uk)

## **9.2 Application of the policy to vehicles**

The regulations also cover vehicles which are used to transport the public or used by more than one employee in carrying out work duties. The UHB applies this policy to;

- UHB owned vehicles;
- Vehicles leased through arrangements with the UHB when being used to UHB business;
- Privately owned vehicles when carrying one or more passengers travelling on UHB business (ie., claiming travel expenses from the UHB).
- Privately owned vehicles when parked on UHB sites (Phase 3)

## **9.3 Non-compliance**

Authorised officers from the local authority have powers to enter the UHB premises in order to establish that the smoke-free legislation is being enacted in accordance with the law. They can give out fixed

penalty notices to people whom they believe are committing, or have committed, an offence under the legislation.

The Wales Regulations apply to all individuals smoking in enclosed premises. However, at Phase 3 of Implementation, this policy prohibits UHB employees from smoking on all UHB sites. Employees smoking in breach of this policy may face disciplinary action in accordance with UHB disciplinary rules.

Steps that can be taken when a members of staff becomes aware of an individual smoking in UHB premises have been issued by the Welsh Assembly Government and are outlined in Appendix 4.

The commitment to enforcing this policy should not just be a formal statement but be evident in the day to day activities of the UHB, so that it is readily known and understood by all staff. Where managers become aware of deficiencies in adherence to the policy to take no action to remedy them the staff and others will readily perceive that such actions are condoned, because of the habitual nature of smoking. It is therefore particularly important from the outset to ensure those areas where breaches regularly occur (such as hospital entrances) are closely monitored and offenders moved on or asked to refrain.

Managers, staff and staff representatives are jointly responsible for ensuring that:

- Individual staff, patients, visitors and contractors know, understand and comply with this policy
- The policy is monitored in their own areas and contraventions are identified and managed.

UHB Staff are personally responsible for complying with this policy.

Certain areas within the UHB present an acute risk if a smoking prohibition is not strictly enforced. Failure to adhere to the smoking policy in these areas will be considered as gross misconduct and shall be subject to disciplinary procedures. These areas will be normally highlighted by the relevant statutory signs, in addition to the standard 'No Smoking' sign to alert people to the increased risk. Below is a list of these areas:-

- Areas where flammable liquids or gases are handled
- Areas where food is prepared and served including bar serveries
- Laboratories
- Wards and other clinical areas
- Front of main entrances

## 9.4 Staff visiting private residences

In line with other NHS organisations, where staff are required to visit private residents as part of their duties (such as manager on staff sickness visits or staff providing services in private residences) where possible, correspondence should be issued in advance of the visit requesting the household refrains from smoking in anticipation of the scheduled visit by the UHB employee.

Where managers are aware of staff who regularly enter private residences of individuals who are known smokers, staff rotas should be drawn up to reduce the expose of any one member of staff to the smoking environment.

Community staff on duty must not smoke within patients/service users homes.

## 9.5 Authorised breaks

UHB Staff are entitled to scheduled breaks as agreed with their Divisional Director, local policy and in line with their contract of employment. The UHB does not recognise smoking breaks. Where staff smoke during their authorised breaks, this must be off UHB premises (at phases 2 and 3) and at their own risk.

## 9.6 Support for staff who want to give up smoking

Smoking Cessation services are available from 2 sources;

- Hospital in-house smoking cessation services  
Contact details: Helen Poole, Smoking Cessation Counsellor  
02920 743582  
Sonja Edwards, Smoking Cessation Counsellor  
02920 715420

A hospital in-house smoking cessation service exists for all staff and patients (and their families) accessing Cardiff and Vale UHB. This service commenced in 1985 at Llandough Hospital and later in 2000 at University Hospital of Wales. The service can be accessed either by self-referral or referral 'in house' within the UHB. The programme incorporates elements from various behavioural therapies to allow flexibility, tailoring support to each individual. The first month consists of an intensive phase of weekly advice and support sessions, which includes a discussion of the various kinds of treatment available, such as Nicotine Replacement Therapy (NRT) and the newer stop-smoking aids that do not contain nicotine Bupropion (Zyban) and Varenicline (Champix). The in-house service is also able to prescribe NRT

patches/lozenges or Champix (signed by an appropriate consultant). Follow up sessions take place at 3, 6 and 12 months, with telephone support at 2, 5 and 9 months. Patients who have not stopped smoking are discharged at 3 months, with an open door policy to return into the programme at any time.

- Stop Smoking Wales  
Contact details; Freephone 0800 085 2219 or access the website [www.stopsmokingwales.com](http://www.stopsmokingwales.com)

Stop Smoking Wales (SSW) offers free, friendly support for smokers who are ready to stop.

Before stopping, a trained specialist will help staff understand the reasons for smoking. A quit date is planned and information about the different kinds of treatment available, such as Nicotine Replacement Therapy (NRT) and the newer stop-smoking aids that do not contain nicotine Bupropion (Zyban) and Varenicline (Champix ) are discussed.

Weekly sessions are held across Cardiff and Vale of Glamorgan in local venues on (weekday) mornings, afternoons and evenings. Those attending can continue to attend sessions even after the quit date to provide help and on-going motivation.

## **10. TRAINING**

Issues related to smoking and public health will be included in the following:

- Cardiff and Vale UHB Induction
- Brief Intervention Smoking Cessation Training
- Fire Lectures

Training will address the health risks of smoking, the role of the NHS employees as health educators and the support available for both employees, patients and others to quit smoking.

## **11. COMMUNICATION**

### **11.1 Communication to staff**

This policy will be communicated to staff via the intranet, bulletins and staff magazine and will reflect the phased approach to implementation.

In preparation of progression to phase 2 of the implementation plan ('Smoke free staff') promotion of the intention to prohibit staff from smoking will be cascaded by managers throughout the UHB and advertised using intranet and paper sources.

Managers must bring this policy to the attention of their staff through team meetings or similar mechanism.

Leads on Clinical Governance in each Directorate to ensure that presentations on smoking prevention and cessation feature at least annually in their sessions and reference the No Smoking and Smoke Free Environment Policy.

All induction and fire lectures must refer to this policy.

Job advertisements, job descriptions and interviews will include reference to the smoking policy. Staff shall be told about arrangements for smoking in their place of work on appointment, and means of accessing smoking cessation support.

Areas should also be well sign posted.

## **11.2 Communication to Patients**

Appointment notices of both inpatient and outpatient care should include advice on the UHB No Smoking and Smoke Free Environment Policy.

Advice leaflets should be available on each ward containing advice as to how to access smoking cessation services, discussing concerns with their clinician.

In preparation of progression to phase 3 of the implementation plan ('Smoke free UHB') promotion of the intention to prohibit all patients, service users, visitors and contractors (in addition to staff) from smoking, further signage and support from all UHB personnel will be required.

## **11.3 Communication to visitors**

All entrances and pedestrian exits to car parks should have signage reinforcing that the UHB is a 'Smoke free UHB'. By Stage 3 of the Implementation Plan signage will reflect the message that smoking is prohibited.

Sufficient No Smoking signs will be placed at entrances at all UHB sites. This will be supplemented by the audio notices where appropriate as part of stage 1 of the implementation plan.

Furthermore, as part of stage 1, in front of each of the main entrances the floor surface will be hatched with marking that is a 'No Smoking' area.

## **11.4 Communication to Contractors**

During phase 1 and 2 all contractors working in UHB premises should be discouraged from smoking.

At stage 3 of the implementation plan contractors are not permitted to smoke. Wherever possible, contractors should receive written guidance on the UHB No Smoking and Smoke Free Environment Policy prior to work being carried out – as part of work agreement or contract. All contractors should be made aware of the policy prior to carrying out scheduled work. Contractor managers and site supervisors are responsible for ensuring all staff they employ comply with this policy. It is the responsibility of the contracting UHB division to ensure all contractors are aware and adhere to the policy.

## **11.5 Consultation**

A No Smoking Policy task and finish group, a sub group to the Smoke Free UHB Steering Group, formed to include membership from relevant stakeholders including smoking cessation, clinicians, nursing, fire, public health, staff representation, Health & Safety, estates, procurement and workforce and organisation development was formed to discuss the formal and informal consultation process that would be required. It was agreed that the policy would be presented to the following UHB Groups:

- Employment Policy Sub-Group
- Local Partnership Forum
- Health & Safety Committee.

## **12. RESOURCES**

### **12.1 Signage**

The UHB will need to replace defaced and vandalised signage. There may be ongoing maintenance required to the audio system. Additional signage directing to designated smoking areas (smoking shelters) will be required.

Additional signage will be required as each stage of the Implementation Plan is progressed and signs placed in more prominent positions including road entrance areas.

## 12.2 Smoking cessation support

It is anticipated that the demands on the hospital in-house Smoking Cessation Service will increase as staff wishing to quit smoking access the service. Initially the 15 hours frozen need to be re-instated.

Additional Smoking Cessation Specialists WTE posts may be required, this will have to be monitored and addressed as implementation progresses. The impact on the administrative function of this service may also be affected.

The provision of NRT will increase with an impact on prescribing budgets.

## 12.3 Designated Smoking Shelters

At phase 1 of the implementation plan some shelters will need on-going maintenance or relocation within the site – need to scope this as will need to be specific – want to do as little as possible here as only for a few months.

At phase 3 of the implementation plan, all smoking shelters will need to be removed.

## 13. REFERENCES

Details of the documents referred to in the development of this Policy are shown in Appendix 5.

## 14. EQUALITY IMPACT ASSESSMENT

The UHB is committed to ensuring that, as far as is reasonably practicable, the way it provides services to the public and the way it treat it's staff reflects their individual needs and does not discriminate against individuals or groups. The UHB has undertaken an Equality Impact Assessment and received feedback on this policy and the way it operates. The UHB wanted to know of any possible or actual impact that this policy may have on any groups in respect of gender (including maternity and pregnancy as well as marriage or civil partnership issues), race, disability, sexual orientation, Welsh language, religion or belief, transgender, age or other protected characteristics. The assessment found that there was **no impact** to the equality groups mentioned. Where appropriate the UHB will make plans for the necessary actions required to minimise any stated impact to ensure that it meets its responsibilities under the equalities and human rights legislation.

## **15. MONITORING AND AUDIT**

**15.1** The 'Smoke Free UHB' Steering Group will monitor the progress of the phased implementation of the policy via meetings of the No Smoking Policy Task and Finish Group until phase 3 of the process is complete.

**15.2** The UHB Board and Health & Safety Committee will annually conduct a formal review of the effectiveness of the No Smoking and Smoke Free Environment Policy.

**15.3** The following indicators will be used to monitor the effectiveness of the policy:

- Awareness of staff to the requirements of the policy
- Cleanliness of Entrances
- Compliance will also be incorporated into the Workplace Inspection Programme
- Staff accessing smoking cessation support
- Random spot checks through walkabouts

**15.4** Performance indicators have been developed as part of UHB performance management processes and AOF adherence with regard to smoking prevalence and quit rates.

**15.5** Compliance will also be reported as part of agreed monitoring processes relating to the 'Practising Public Health Organisation' Action Plan, Smoke Free UHB Action Plan, Corporate Health Standard Working Group and Cardiff and Vale Tobacco Free Partnership.

## **16. REVIEW**

The No Smoking and Smoke Free Environment Policy will be reviewed annually.

**NO SMOKING AND SMOKE FREE ENVIRONMENT POLICY  
DATES TO CHANGE PLEASE  
IMPLEMENTATION PLAN 2011-2012**

Phase	Key Outcome	Actions required	Start Date	Lead Groups/Directorates
1	<p><b>‘Smoke Free Entrances’</b></p> <ul style="list-style-type: none"> <li>• Entrances to be smoke free Smoking prohibited in these areas</li> <li>• Fully monitored and enforced</li> <li>• Smoking discouraged</li> <li>• Employees supported to quit smoking/access to hospital in-house Smoking Cessation Services</li> <li>• Smokers signposted to designated smoking areas</li> <li>• Smoking in UHB vehicles prohibited</li> </ul>	<ol style="list-style-type: none"> <li>1. UHB Board to agree No Smoking and Smoke Free Environment Policy and Implementation Plan – to include adoption/integration by all UHB Divisions</li> <li>2. Signage to be assessed and cleaned/added to as appropriate</li> <li>3. Audio equipment to be reviewed and maintained as required</li> <li>4. Re-location of designated smoking areas (smoking shelters) as agreed by Task and Finish Group October 2010</li> <li>5. On-going review of designated smoking areas for maintenance and appropriate use</li> <li>6. Brief Intervention Smoking Cessation Training</li> </ol>	1 <sup>st</sup> April 2011	<p>UHB Board Practising Public Health Steering Group Smoke Free UHB Steering Group No Smoking Policy Task and Finish Group</p> <p>All Divisions Estates Health &amp; Safety Corporate Management Public Health</p>

		<p>for UHB Employees</p> <p>7. Hospital in-house Smoking Cessation Service/SSW data provided on access/quit rates</p> <p>8. Data reports on numbers of UHB employees accessing hospital in-house Smoking Cessation Services and SSW.</p> <p>9. Action to address capacity of smoking cessation service support for employees.</p> <p>10. Communication campaign undertaken to promote phases 1 and 2 to include employee awareness</p> <p>11. Review of progress in preparation of Phase 2</p>		
2	<p><b>‘Smoke Free Employee’</b></p> <ul style="list-style-type: none"> <li>• UHB employees prohibited from smoking on UHB grounds</li> <li>• Employees supported to quit smoking/access to hospital in-house Smoking Cessation Services</li> <li>• All actions as Phase 1 continue</li> </ul>	<p>1. Communication campaign undertaken to promote phase 2 and 3.</p> <p>2. Signage and audio equipment to be monitored for effectiveness and maintained as necessary</p> <p>3. On-going review of designated smoking areas</p>	1 <sup>st</sup> July 2011	<p>UHB Board</p> <p>Practising Public Health Steering Group</p> <p>Smoke Free UHB Steering Group</p> <p>No Smoking Policy Task and Finish Group</p> <p>All Divisions</p>

		<p>for maintenance and appropriate use</p> <p>4. Brief Intervention Smoking Cessation Training for UHB Employees</p> <p>5. Hospital in-house Smoking Cessation Hospital in-house Smoking Cessation Service/SSW data provided on access/quit rates</p> <p>6. Data reports on numbers of UHB employees accessing hospital in-house Smoking Cessation Services and SSW.</p> <p>7. Action/review to address capacity of smoking cessation service support for employees.</p> <p>8. Communication campaign undertaken(external and internal to UHB) to promote phases 2 and 3</p> <p>9. Review of progress in preparation of Phase 3</p>		<p>Workforce and OD</p> <p>Hospital in-house Smoking Cessation Service</p> <p>Stop Smoking Wales</p> <p>Corporate Management</p>
3	<p><b>‘Smoke Free UHB’</b></p> <ul style="list-style-type: none"> <li>Smoking prohibited on all premises, grounds and vehicles</li> </ul>	<p>1. Signage changed to reflect full ban</p> <p>2. Additional signage required at road entrances</p>	1 <sup>st</sup> October 2011	<p>UHB Board</p> <p>Practising Public Health Steering Group</p> <p>Smoke Free UHB Steering</p>

	<ul style="list-style-type: none"> <li>• Smoking prohibited by all employees, contractors, visitors, service users/patients</li> <li>• Employees supported to quit smoking/access to hospital in-house Smoking Cessation Services</li> <li>• All Actions in Phase 1 and 2 continue</li> <li>• Smoking prohibited in privately owned vehicles on UHB grounds</li> </ul>	<ol style="list-style-type: none"> <li>3. Removal of smoking shelters</li> <li>4. Brief Intervention Smoking Cessation Training for UHB Employees</li> <li>5. Hospital in-house Smoking Cessation Hospital in-house Smoking Cessation Service/SSW data provided on access/quit rates</li> <li>6. Data reports on numbers of UHB employees accessing hospital in-house Smoking Cessation Services and SSW.</li> <li>7. Action/review to address capacity of smoking cessation service support for employees.</li> <li>8. Review of progress</li> </ol>		<p>Group No Smoking Policy Task and Finish Group</p> <p>All Divisions Workforce and OD Hospital in-house Smoking Cessation Service Stop Smoking Wales Corporate Management</p>
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**NO SMOKING AND SMOKE FREE ENVIRONMENT POLICY****Location of existing designated smoking areas (smoking shelters)**

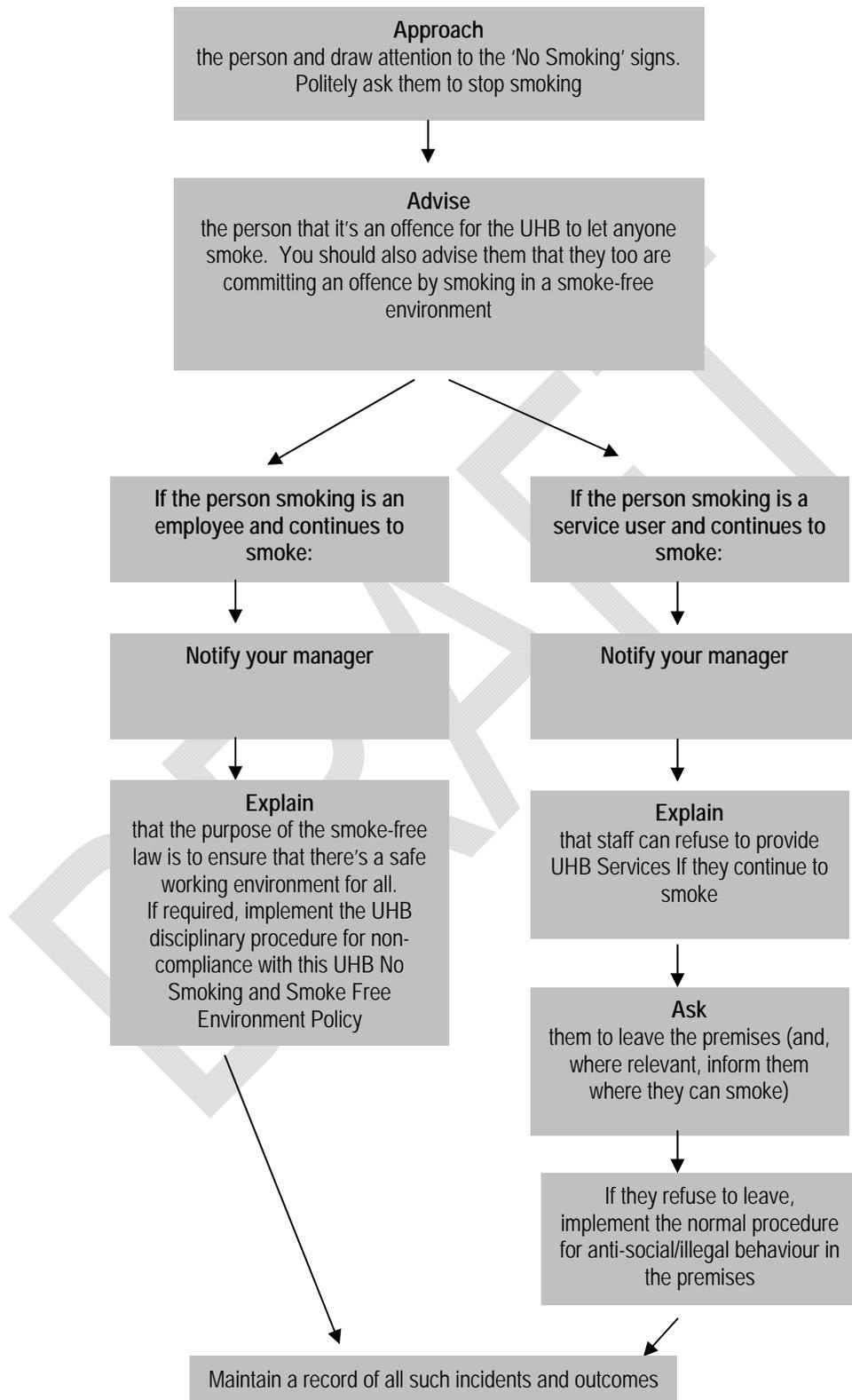
<b>UHB Site</b>	<b>Number currently existing</b>	<b>Location</b>
<b>UHW</b>	4	1. Rear of Dental Hospital 2. Underneath raised roadway local to main hospital rear entrance 3. To side of Monmouth House 4. Relocate Lakeside, Botham Walk
<b>Llandough Hospital</b>	2	1. Rear Central area local to mortuary 2. Local to Llanfair Unit
<b>Whitchurch Hospital</b>	4	1. Rear ODT Building 2. Outside Harvey Jones Unit 3. Outside West Ward corridor 4. Outside East Ward corridor

## LIST OF DEFINITIONS

<b>Advocate</b>	An advocate is an individual/organisation who speaks on behalf of another person(or population).
<b>‘Practising public health organisation’</b>	An organisation that actively demonstrates, promotes and implements health promoting behaviour as an example of best practice.
<b>Phased</b>	The policy will be fully implemented over a timescale with agreed ‘steps’ or ‘phases’ of action.
<b>Prevalence</b>	The ratio (for a given time period) of the number of occurrences of a disease or event to the number of units at risk in the population.
<b>Incidence</b>	The incidence of a disease is the rate at which new cases occur in a population during a specified period.
<b>Project Initiation Document (PID)</b>	A document that outlines the aims, objective, key partners, budget, timeline and actions of an agreed project
<b>Performance Indicators</b>	Measures that are used to demonstrate achieved action
<b>Accessing smoking cessation services</b>	Adults attending at least one smoking cessation session
<b>Quit rates</b>	Adults who have quit smoking (validated and self-reported)
<b>Pre-Operative Smoking Cessation Programme</b>	Pre-operative, elective surgery patients that smoke, who are referred - using an ‘opt out’ systematised method – to smoking cessation services
<b>Annual Operating Framework (AOF)</b>	The AOF identifies the priorities that the Minister has set and the level of improvements that are required. The Framework also sets out how the NHS will report its performance against these requirements to the Welsh Assembly Government and how that performance will be assessed.
<b>Premature death</b>	Death which occurs before the average death within a given population
<b>Passive smoking</b>	Passive smoking is the inhalation of smoke, called second hand smoke ( SHS ) or environmental tobacco smoke ( ETS ), from tobacco products used by others.
<b>Brief Intervention Smoking Cessation Training</b>	Brief intervention is a method of discussing smoking and quitting in a positive, non-confrontational way to encourage smokers to think about giving up and enable them to access specialist support when they are ready.

DRAFT

**ACTION TO CONSIDER IF SOMEONE IGNORES THE SMOKING BAN**



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