

# Policy

## No smoking (staff)

### Key messages

- Smoking is the largest single preventable cause of premature death and ill health within the UK.
- As a world-leading healthcare organisation, CUH champions good health and leads by example by ensuring CUH is a [smoke-free campus](#). The no smoking policy also applies to CUH's associated premises (eg Newmarket, Ely etc.).
- All employees, bank workers and agency workers must comply with the requirements of this policy.
- The Trust is committed to supporting its staff to stop smoking through a range of available support resources.
- This policy also applies to e-cigarettes. The Trust will not allow the use of e-cigarettes on the campus. To endorse the use of a product that to all intents and purposes looks like a cigarette would be wrong in the context of the campus-wide prohibition on smoking
- CUH staff must ensure they do not breach the policy. Any breach will be addressed and may result in disciplinary action.
- There is a separate document that outlines the Trust process and practices in relation to patients and visitors.

(\*)- the CUH campus comprises all land, pavements, roads, buildings, entrances/ exits, staff residences, car parks as indicated on the CUH campus map. Click [here](#) for CUH campus map.

### 1 Scope

The CUH campus is a completely no smoking site. Therefore this policy is applicable to all staff, bank workers, volunteers, students, patients, visitors, contractors and other people who visit the campus.

This policy applies to the use of all tobacco products and alternative products including electronic cigarettes/ cigars/ pipes.

There is a separate document that outlines the actions required by staff to support patients and visitors not to smoke entitled [no smoking - patient and visitors protocol](#). This protocol includes advice on situations when a patient leaves the ward/ clinical area without permission from staff in order to smoke and gives examples of any exemptions.

### 2 Purpose

- To reduce the harm to all including the unborn child caused by: tobacco use amongst staff, patients visitors; and exposure to second hand smoke
- To encourage staff to be positive role models to promote a smoke free environment
- To recognise that NHS workers have an especially important responsibility in the example they set to patients and the general public; the Trust is committed to enforcing this principle
- To lead by example as an exemplar NHS health care provider
- To maintain compliance with health and safety legislation in providing a smoke free environment.

### 3 Background

Smoking is the largest single preventable cause of premature death and ill health within the UK. In addition second-hand smoke or passive smoking (breathing in others people's tobacco smoke) is a known health hazard. Smoking is also an associated fire risk.

As a world-leading healthcare organisation, CUH is committed to providing a smoke free campus that protects its staff, patients and visitors and reduces risks to health by providing a smoke free environment.

### 4 Roles and responsibilities

#### 4.1 The Trust board and CEO

The Trust board and chief executive officer have a duty of care to protect the health of patients, staff and visitors and overall responsibility for all aspects of this policy.

#### 4.2 Line managers

Line managers must:

- Comply with and implement this policy within their area of responsibility.
- not condone employees taking paid breaks in order to smoke.
- ensure staff are aware of the policy applicable to patients and visitors and where further guidance and support can be sought in adhering to this.
- ensure staff know where to seek smoking cessation advice and support (for further information please refer to the [support for staff to stop smoking section](#) below)

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- ensure that any breach of the policy is addressed appropriately. Initially this should be through the informal process within the [disciplinary procedure](#). The informal conversation will include a re-iteration of the expected standard of conduct. Where there is repeated breach of the policy this should be escalated through the stages of the procedure appropriate to the circumstances. An employee's behaviour and attitude will also be taken into account in deciding the appropriate stage. Smoking on site in areas that would create a health and safety risk will be dealt with more seriously and could result in dismissal.

#### 4.3 All staff

- All staff are required to adhere to the no smoking policy.
- Should be aware of the important part they play as NHS workers to promote a no smoking environment

Every employee should politely and respectfully advise staff colleagues, patients and visitors of the no smoking policy if they are seen acting in breach of it. However, only if they feel safe and confident to do so as they must not put their safety at risk. If staff feel unsafe when considering or attempting to ask those individuals to refrain from smoking due to the smoker's attitude/ and or behaviour then they should report the matter to security (extension 6606 or external 01223 586606). Further information is provided in the [reporting a breach of the no smoking policy – security and support section](#) below.

## 5 Policy implementation

To ensure this policy is implemented staff must be clear about the following:

Staff must:

- Not smoke during paid working hours
- Not smoke on [the campus](#) including staff residences during any unpaid break
- Not smoke at any time where their uniform is visible and /or displaying their CUH staff badge
- Not smoke whilst on duty on any other NHS premises or any other premises where a service to patients is provided
- Not smoke in NHS owned vehicles or any vehicle leased or rented by the Trust.
- Not smoke as a driver or passenger in privately owned vehicles/ privately leased vehicle whilst on the campus or making a journey whilst on duty when transporting work colleagues, patients and/ or equipment.
- Not smoke when they are representing the Trust in work time.
- Be aware that line managers are required to ensure that any breach of the policy is addressed appropriately. Depending upon the

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circumstances, it is anticipated that on the first occasion the manager will deal with the incident through an informal discussion to ensure the employee is clear about the expected standard of conduct, and to provide further information about the support that is available through Camquit. A file note of the discussion must be made.

- Any further breach will be dealt with through the [disciplinary procedure](#). This provides a number of stages commencing with an informal stage. Where there is repeated breach the matter will be escalated through the formal stages of the disciplinary procedure appropriate to the circumstances. An employee's behaviour and attitude will also be taken into account in deciding the appropriate stage. Smoking on site in areas that would create a health and safety risk will be dealt with more seriously and could result in dismissal.

Staff must also be aware of the following:

- Particles of cigarette smoke and ash can settle on hair and clothing and may be a particular health risk to children and babies who ingest the toxins.
- Patients, visitors and colleagues should not have to experience being treated by/ or working alongside staff that smell of cigarette smoke.
- Staff choosing to smoke in their own time outside the CUH campus must ensure smoke cannot be smelt on their person upon returning to the workplace. Smelling of smoke whilst on duty for these reasons will be treated as failure to comply with this policy for the reasons stated in the above paragraphs.
- Where staff choose to smoke in their own time outside of the CUH campus (out of uniform and without displaying their ID badge) they are expected to have consideration for local neighbours adjacent to the campus grounds. This includes avoiding smoking directly outside a neighbouring house and not discarding cigarette ends in gardens or on pavements or littering the neighbouring community (eg cigarette packet litter/ coffee cups/ sweets etc).
- The [no smoking \(patients and visitors\) protocol](#) outlines the process for staff to be able to refuse to assist /accompany patients (or visitors) who wish to smoke.

## 6 Contractors and other organisations working on the campus or visitors to the site

All organisations working on the Trust premises and the biomedical campus must be made aware of the no smoking policy within the CUH campus and be required to ensure their staff, visitors, contractors adhere to it.

CUH procurement services will ensure that the contracting process includes the requirement for staff employed by external contractors to comply with the no smoking policy.

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### 7 Support for staff to stop smoking

The Trust is committed to providing support to staff to stop smoking. This is through Camquit (link to be added). Staff should refer to the information on Connect and line managers of staff who smoke must draw their attention to this information:

Other national options include:

- Local NHS stop smoking service: for one to one or group based advice text 'QUIT' plus your post code to 88088
- For free advice help and support go to [www.nhs.uk/smokefree](http://www.nhs.uk/smokefree) or [www.facebook.com/nhssmokefree](https://www.facebook.com/nhssmokefree)
- Call Smokefree on 0800 169 0 169
  - Weekdays 9am -8pm
  - Weekend 11am -5pm
  - text phone 0800 169 0 171

### 8 Reporting breach of the no smoking policy – security and support

Staff will have access to report concerns about breach of the no smoking policy, they are:

#### 8.1 Security

The security staff based at CUH can provide assistance in the event an employee experiences any challenge from patients or visitors. As previously stated, if staff do not feel safe to request that a staff colleague, patient/ visitor extinguishes their cigarette/ cigar/ pipe they can report it directly.

Security is responsible for assisting in the enforcement of the policy and can be contacted on **extension 6606, external 01223 586606**.

Staff will receive the support of senior colleagues and security officers if patients or visitors place staff under pressure to violate the Trust's no smoking policy.

The Trust has zero tolerance toward violence and aggression and all incidents should be reported. Staff who are subjected to verbal or physical abuse resulting from their attempts to enforce the policy should report such incidents immediately either to their line manager or security porters by phone on extension 6606 and then complete an [incident reporting form](#).

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### 9 Communication/ information/ guidance

#### 9.1 Information for staff

This policy and all associated information and guidance is available on Connect: <http://connect/index.cfm?articleid=18373>. Managers must ensure all employees, prospective staff and current staff, other workers and volunteers are aware of the policy and requirement for compliance.

#### 9.2 Guidance on approaching anyone found smoking on the campus

Staff will be provided with a leaflet during the launch of the policy which will also be available to new starters. This outlines the policy requirements and their role including advice about to deal with approaching individuals in breach of the policy.

#### 9.3 Recruitment and terms and conditions of employment

Information provided to job applicants includes reference to the no smoking policy and the requirement to comply with is incorporated into the Trust's supplementary terms and conditions of employment.

### 10 Monitoring compliance with and the effectiveness of this document

The smoking cessation working group will monitor compliance and the effectiveness of this policy.

### 11 Associated documents

- [Campus map - where smoking is not allowed](#)
- [Disciplinary procedure](#)
- [No smoking \(patients and visitors\) protocol](#)

### Equality and diversity statement

This document complies with the Cambridge University Hospitals NHS Foundation Trust service equality and diversity statement.

### Disclaimer

It is **your** responsibility to check against the electronic library that this printed out copy is the most recent issue of this document.

### Document management

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