

ST COLUMBA'S HOSPICE

Operational Policy



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SMOKING POLICY

This is a controlled document and must not be copied or distributed without authorisation from relevant line manager. Always ensure you are referring to the version on the shared drive as paper copies may be invalid.

This document should be read and understood by the following personnel:

All relevant Hospice staff.

Document Version:	Date:	Comment:
1.0	26/07/2017	Updated Policy
1.1	07/08/2017	Formatting Update
1.2	16/07/18	Author and Approver updated

SMOKING POLICY

Our Smoke Free Commitment

St Columba's Hospice is committed to providing a safe and healthy environment for all users of its premises including staff, patients, visitors, volunteers and contractors. The Hospice recognises that smoking is a health hazard to both smokers and non-smokers and it has a responsibility to promote health and healthy lifestyles. Smoking also constitutes a fire hazard.

This policy has therefore been developed to protect staff, patients, volunteers and visitors from exposure to second hand smoke and to assist with the compliance of Health and Social Care (Scotland) 2005 and the Public Health (Prohibition of Smoking in Certain Places) Regulation 2006.

Prohibition on Smoking

Smoking is strictly prohibited on all parts of the Hospice's premises for staff, visitors and relatives. Patients can smoke in the designated shelter in the front garden. The smoking area is accessible from the main reception entrance and a ramp is provided for wheelchair access if required. Whilst staff may assist patients to and from the area if necessary, they are not permitted to stay with them whilst smoking due to risk from passive smoking.

"Any patient who is unable to safely access this area will be offered alternatives to smoking, such as nicotine replacement patches. Should the patient continue to express significant distress regarding being unable to smoke despite these measures the situation should be discussed with the Clinical Services Director or Medical Director so that an appropriate plan can be considered however this will only be in very exceptional circumstances and staff should ensure that they adhere to the requirements of this policy at all times."

Smoking for these purposes includes the use of cigarettes, cigars, pipes, electronic cigarettes (or e-cigarettes), and any other type of smoking.

Extent

- No smoking anywhere within the Hospice building
- No smoking anywhere within the Hospice grounds / gardens for staff, visitors or relatives.
- No smoking at any entrances to the Hospice
- No smoking within Hospice vehicles at any time.
- No smoking in own vehicle when it is located on hospice premises.
- Uniformed staff may not smoke in their Hospice uniform in any location at any time

In addition, when on-duty i.e. working on behalf of the Hospice, all staff are prohibited from smoking within any patient/client homes - including garden areas, entrances and exits to patient's property, or within any place where "No smoking" signs are displayed. If staff wish to smoke, this must be done in their own time either outside

normal working hours of work or during designated breaks, such as a meal break, but always in compliance with the rules set out in this policy.

Implementation

Heads of Departments are responsible for policy implementation and review rests with Clinical Services Director. All staff are obliged to adhere to, and facilitate the implementation of this policy.

Appropriate no-smoking signs will be clearly displayed at the entrances to and within the Hospice.

Recommended action when welcoming visitors to the Hospice

Employees who welcome patients, visitors, relatives, colleagues or contractors to the Hospice are required to explain this rule politely but firmly and to ensure that all such visitors comply with the smoking policy. Health care professionals involved in the admission of patients into any of our services are required to inform them of our policy.

- Advise the person that the Hospice has a smoking policy to ensure a safe working environment for all.
- Inform them that only patients will be permitted to smoke in the designated area and only if able to do so unaided.

Non Compliance

Any infringement of this policy by a member of staff will be managed in accordance with the Hospice's disciplinary procedure. Employees are also reminded that it is a criminal offence for employees to smoke in 'smoke free areas' set out in the relevant legislation and regulations.

Visitors who are observed smoking on Hospice premises should be politely reminded of the hospice policy and be asked to stop or move outside our grounds.

Help to Stop Smoking

Patients

The use of E cigarettes is not permitted within the Hospice building. However, the offer of nicotine replacement therapy to assist in the management of withdrawal symptoms from smoking will be offered.

Staff

The Hospice acknowledges that some employees may wish to make use of electronic cigarettes (e-cigarettes) in the workplace, particularly as an aid to giving up smoking. E cigarettes are battery powered products that release a visible vapour that contains liquid nicotine that is inhaled by the user.

Although they fall outside the scope of smoke- free legislation, the Hospice prohibits the use of e-cigarettes in the workplace.

The Hospice's rationale for a ban on e-cigarettes is that: -

- Although they do not produce smoke, e-cigarettes produce a vapour that could provide an annoyance or health risk to other employees and visitors
- Some e-cigarette models can, particularly from a distance look like real cigarettes making a smoking ban more difficult to implement and creating an impression for visitors/ patients/employees or visitors that it is acceptable to smoke.

Further information and sources of professional support for staff who want help to stop smoking are available:

- Smokeline: - Scotland's national free stop smoking helpline where staff can speak to someone about giving up from 12midday to midnight, seven days a week on 0800 84 84 84
- www.canstopsmoking.com a website which provides advice about how to give up, staying stopped and finding local support for quitting
- NHS Lothian Smoke Free Service: - North Edinburgh, provide free advice and support to help you stop smoking, call **0131 536 6247**
- Your GP and pharmacist can also provide advice and guidance.