



# **NO SMOKING POLICY**

## **1. INTRODUCTION**

- 1.1 Community Health Partnerships (CHP) has legal duties to provide a safe and healthy workplace for all its employees, patients, contractors, visitors and volunteers, in compliance with the Health and Safety at Work Act 1974. It also has responsibility to comply with the Smoke-Free (Premises and Enforcement) Regulations 2006. Following a Government white paper 'Choosing health: making healthy choices easier' and subsequent consultation, the Health Act, which received Royal Assent in July 2006, includes provisions to make enclosed public places and workplaces smoke-free. On 1st July, 2007, the Smoke-free (Premises and Enforcement) Regulations 2006 came into force in England and all employers are required to provide smoke-free workplaces for employees. Smoking rooms are no longer permitted.
- 1.2 Smoking is the single greatest cause of preventable illness and early death in the United Kingdom. Second hand tobacco smoke has been shown to be a risk factor for lung cancer and many other illnesses in non-smokers. Therefore, prevention of exposure to tobacco smoke by non-smokers is an essential element of ensuring a healthy workplace.
- 1.3 In order to reduce the negative impacts of smoking, in line with Department of Health guidance published in the White Papers 'Smoking Kills' and 'Choosing Health', it is the policy of CHP to prohibit smoking on its sites (including grounds and car parks).

## **2. EXEMPTIONS**

- 2.1 Hotels, inns, hostels, guesthouses and members' clubs that provide sleeping accommodation may designate individual guest bedrooms for smoking, but all other parts of the premises must be smoke-free.
- 2.2 Care homes, hospices and prisons may designate either individual bedrooms or rooms to be used for smoking by persons over 18 years of age.
- 2.3 Residential mental health units may designate either individual bedrooms or rooms to be used only for smoking for use by persons over 18 years of age, until 1<sup>st</sup> July, 2008.
- 2.4 Offshore installations may designate rooms to be used only for smoking.

## **3. SCOPE**

- 3.1 This policy and procedure applies to all CHP employees irrespective of age, race, colour, religion, disability, nationality, ethnic origin, gender, sexual orientation or marital status, domestic circumstances, social and employment status, HIV status, gender reassignment, political affiliation or trade union membership. All employees will be treated in a fair and equitable manner and reasonable adjustments will be made where appropriate (e.g. interpreter or signing provision, access arrangements, induction loop, etc.).

reminded not to place yourself at risk and incidents of verbal abuse should be reported to your line manager.

#### 6.1.2 Managers

Managers are responsible for health and safety within their area and for ensuring that team members read and understand the implications of the policy in their area. They should ensure that new employees, visitors, students, volunteers, trainees, staff from other Trusts and contractors are made aware that all CHP sites, including grounds and car parks, are non-smoking.

#### 6.1.3 Patients

Patients visiting CHP sites will be requested not to smoke on CHP sites. All patients will be informed of the CHP's No Smoking Policy. Where staff visit patients in their own home the patient will be requested to refrain from smoking whilst the member of staff is in their home. Where a request is refused the employee should report it to their manager who will take appropriate action as per appendix 1.

### 7. **HOME WORKING**

7.1 If you work from home (either regularly or on an ad-hoc basis) and there is anyone in your home who smokes you must find another location for meetings with colleagues/visitors, unless you have a smoke-free room in your house in which you can hold meetings.

### 8. **FAILURE TO ADHERE TO THE POLICY**

8.1 If you fail to adhere to this policy you may face disciplinary action as per the CHP's Disciplinary Policy.

### 9. **TRAINING AND SUPPORT**

9.1 Employees who directly treat patients are currently trained to advise and support patients who wish to stop smoking by directing them to the Smoking Cessation Service.

9.2 The Smoking Cessation Team is able to provide advice and support to CHP staff wishing to stop smoking. The Occupational Health Department also provides advice and support via confidential counselling, pre and mid-employment screening, health surveillance and return to work assessments. Staff that smoke and wish to receive support to stop are entitled to take paid time off work to receive one 6-week clinical programme per year via the Smoking Cessation Service. To contact the Smoking Cessation Services to book an appointment please call Freephone 0800 915 5959. Staff attending such clinics will also be able to claim travel time and travel (if you are driving you must be insured to drive for work purposes to claim for your travel). Managers must allow this time whenever possible providing service delivery is not detrimentally affected.

## Reference Documents

Chartered Institute of Personnel and Development Website: [www.cipd.co.uk](http://www.cipd.co.uk)

Smoke free England website: [www.smokefreeengland.co.uk](http://www.smokefreeengland.co.uk)

Humber alliance on tobacco: [www.halt.uk.net](http://www.halt.uk.net)

Hull Stop Smoking Service: [www.stophullsmoking.co.uk](http://www.stophullsmoking.co.uk)