

DIGITAL HEALTH AND CARE WALES

SMOKE FREE POLICY

This Smoke Free Policy ensures the rights of everyone to breathe smoke free air on all Digital Health & Care Wales (DHCW) premises. The policy recognises that the organisation has a responsibility to promote public health to all its employees and visitors.

Document Version	5
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Status	Approved
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Document author:	Velindre NHS Trust
Approved by:	Velindre NHS Trust
Date approved:	08/10/2019
Review date:	31/03/2022

STRATEGIC OBJECTIVE	Delivering High Quality Digital Services
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WELL-BEING OF FUTURE GENERATIONS ACT	A healthier Wales
If more than one standard applies, please list below: A prosperous Wales, A resilient Wales, A more equal Wales, A Wales of cohesive communities, A Wales of vibrant culture and thriving Welsh language, A globally responsible Wales	

DHCW QUALITY STANDARDS	ISO 20000
If more than one standard applies, please list below: ISO 27001, ISO 9001, BS 76000:2015, BS 76005, SDI (Service Desk Institute Standard)	

HEALTH CARE STANDARD	Staying Healthy
If more than one standard applies, please list below: Individual Care, Staff and Resources	

EQUALITY IMPACT ASSESSMENT STATEMENT	Date of submission: July 2019
No, (detail included below as to reasoning)	Outcome: Approved
<p>Statement:</p> <p>Digital Health and Care Wales (DHCW) is committed to ensuring that, as far as is reasonably practicable, the way it provides services to the public and the way it treats its employees reflects their individual needs and does not discriminate against individuals or groups. An Equality Impact Assessment (EQIA) has been undertaken on this policy and the way it operates. The Organisation 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, gender identity, age or other protected characteristics.</p> <p>The assessment found that there was no impact to the equality groups mentioned and this policy will have a positive impact on all the 'protected characteristic' groups. Where appropriate, the organisation 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.</p>	

APPROVAL/SCRUTINY ROUTE:		
Person/Committee/Group who have received or considered this paper prior to this meeting		
COMMITTEE OR GROUP	DATE	OUTCOME
Local Partnership Forum	23/03/2021	Approved

IMPACT ASSESSMENT	
QUALITY AND SAFETY IMPLICATIONS/IMPACT	No, there are no specific quality and safety implications related to the activity outlined in this report.
LEGAL IMPLICATIONS/IMPACT	No, there are no specific legal implications related to the activity outlined in this report.
FINANCIAL IMPLICATION/IMPACT	No, there are no specific financial implication related to the activity outlined in this report
WORKFORCE IMPLICATION/IMPACT	No, there is no direct impact on resources as a result of the activity outlined in this report.
SOCIO ECONOMIC IMPLICATION/IMPACT	No. there are no specific socio-economic implications related to the activity outlined in this report

TABLE OF CONTENTS

1	DOCUMENT HISTORY	5
1.1	REVISION HISTORY.....	5
1.2	REVIEWERS	5
1.3	AUTHORISATION	5
1.4	DOCUMENT LOCATION	5
2	PURPOSE.....	6
3	SCOPE	6
4	AIMS AND OBJECTIVES	6
4.1	Aims.....	6
4.2	Objectives.....	6
5	ROLES AND RESPONSIBILITIES.....	7
5.1	Executive Lead.....	7
5.2	Managers.....	7
5.3	Employees	7
5.4	Volunteers, Contractors, Service Providers, Visitors and the Public	8
6	IMPLEMENTATION AND POLICY COMPLIANCE	8
7	GETTING HELP	9
7.1	Help Me Quit	9
7.2	Time Off to Attend Smoking Cessation Sessions.....	9
8	INFORMATION AND DETAILS OF RELEVANT LEGISLATION	9
9	INSTRUCTION AND TRAINING	10

1 DOCUMENT HISTORY

1.1 REVISION HISTORY

Date	Version	Author	Revision Summary
08/10/2019	5	Velindre NHS Trust	Policy finalised

1.2 REVIEWERS

This document requires the following reviews:

Date	Version	Name	Position
08/10/2019	5	Velindre NHS Trust	Host Organisation until 31/03/2021

1.3 AUTHORISATION

Signing of this document indicates acceptance of its contents.

Author's Name:	Velindre NHS Trust		
Role:	Host Organisation until 31/03/2021		
Signature:	N/A	Date:	08/10/2019

Approver's Name:	Velindre NHS Trust		
Role:	Host Organisation until 31/03/2021		
Signature:	N/A	Date:	08/10/2019

1.4 DOCUMENT LOCATION

Type	Location
Electronic	Integrated Management System

2 PURPOSE

This Smoke Free Policy ensures the rights of everyone to breathe smoke free air on all Digital Health & Care Wales (DHCW) premises. The policy recognises that the organisation has a responsibility to promote public health to all its employees and visitors.

The aim of this policy is to protect all employees and those who use or access the services of or attend the premises owned, leased or used by Digital Health & Care Wales from exposure to second hand smoke and to ensure compliance with the smoke free provisions of the Smoke Free Premises and Vehicles (Wales) Regulations 2018.

3 SCOPE

The Smoke Free Policy applies to all employees, without exception, and will form part of the organisation's Terms and Conditions of Employment. This policy also applies to those organisations hosted by the organisation. Therefore, all Digital Health & Care Wales employees are expected to comply with the Smoke Free Policy.

The Smoke Free Policy also applies to all workers of external agencies, voluntary workers /volunteers, students, contractors, and visitors to any of the organisation's premises, grounds and all organisation vehicles. These groups, hereafter will be collectively referred to as "employees etc." and as such all of the above are required to comply with the Smoke Free Policy.

Smoking is prohibited in all organisation premises, grounds (owned, leased and hired) and vehicles, with no exceptions. Restrictions include all areas up to the premises' boundaries, including car parks and vehicles parked in them, outdoor seating areas, walkways etc. Any employee etc. wishing to smoke, using any tobacco or electronic cigarette related products, during the working day or while on organisation premises must leave the organisation grounds to do so. Digital Health & Care Wales employees are not permitted to smoke at the entrance to organisation premises.

The Smoke Free Policy applies to all tobacco products and electronic cigarettes / vaping machines.

4 AIMS AND OBJECTIVES

4.1 Aims

The aim of the Smoke Free Policy is to promote a smoke free environment in all premises, grounds and property occupied by Digital Health & Care Wales, to ensure compliance with current smoke free legislation, encourage employees etc. to give up smoking by role modelling positive health and wellbeing behaviours to the communities we serve.

4.2 Objectives

Digital Health & Care Wales wishes to set a positive example to the communities we serve by;

- making non-smoking the normal practice in all organisation premises, grounds and vehicles;

- promoting health and wellbeing, by encouraging and assisting employees etc. to make a lifestyle choice to give up smoking to reap the health benefits;
- offering smoking cessation support to employees etc. to give up smoking;
- fulfilling the organisation's legal duty of care to all its employees etc. to provide a safe working environment.

5 ROLES AND RESPONSIBILITIES

5.1 Executive Lead

Overall responsibility for the implementation of the Smoke Free Policy and review rests with the Chief Executive Officer (CEO) and the Executive Team.

The CEO, through delegated powers, shall ensure that all employees etc. are aware of the Smoke Free Policy and of their role in the implementation and monitoring of it.

5.2 Managers

All managers are responsible for ensuring that the employee's they line manage comply with the Smoke Free Policy.

All managers are responsible for supporting their employees who bring the Smoke Free Policy to the attention of those in breach of it.

All managers are responsible for supporting any employee who wishes to quit smoking by providing reasonable time off during working hours, to access support including Occupational Health or smoking cessation courses. Managers must agree any time in advance and attendance will be subject to the needs of the service.

Managers are responsible for monitoring the Smoke Free Policy in their departments.

5.3 Employees

All employees have a duty to fully comply with the Smoke Free Policy.

Employees wishing to smoke during their working hours, must do so away from organisation premises and grounds (including immediately outside the entrance of organisation premises) and can only do so during their official unpaid break times. Additional smoking breaks must not be taken outside of official unpaid break times. Managers are responsible for ensuring that all employees have equitable access to unpaid breaks.

Employees are encouraged, where appropriate, to inform any individual who is seen smoking on organisation premises, including in organisation vehicles etc., that the organisation has a Smoke Free Policy. Employees should politely remind individuals of the Smoke Free Policy but they should not enter into discussion regards its value or merits and on no account enter into an argument or debate.

Each employee has a responsibility to be available for work during their paid contracted hours and to not be away from their work on unauthorised breaks. Employees who are found to be taking additional unauthorised smoking breaks, during their paid contracted hours, may be liable to disciplinary action.

Employees must not smoke when wearing an NHS name badge or uniform, regardless of their location.

5.4 Volunteers, Contractors, Service Providers, Visitors and the Public

All of the above are required to fully comply with the organisation's Smoke Free Policy.

6 IMPLEMENTATION AND POLICY COMPLIANCE

The Smoke Free Policy aims to achieve its objectives by ensuring that all employees are aware of the importance of the policy and of their responsibility to ensure its effective implementation.

Digital Health & Care Wales will ensure that the selling or promoting of tobacco products and e-cigarettes are prohibited on all of its premises. The organisation will not directly invest in tobacco related subsidiaries.

In accordance with relevant legislation the organisation will, at no time, accept sponsorship from tobacco or e-cigarette companies or, tobacco, e-cigarette related companies. The advertising and sales of tobacco or e-cigarette related products will not be allowed on organisation premises, grounds or in any of its publications.

The Smoke Free Policy recognises that second-hand smoke in the workplace adversely affects the health of employees etc. The organisation respects an individual's right to smoke but balances this against our duty to prevent them from smoking on organisation premises and to prevent the introduction of carcinogenic substances, which have been proven to have a negative impact on the health and wellbeing of those individuals who are exposed to them.

The organisation recognises that authorised officers from the relevant Local Authorities serving the organisation's premises, have the power to enter, to establish whether the smoke free legislation is being enacted, in accordance with the law. They also have the power to issue fixed penalty notices to those whom they believe are committing, have committed or are allowed to commit an offence under the legislation.

The organisation encourages its employees etc. to refrain from smoking, as set out in the Smoke Free Policy. In respect of our employees, the organisation is fully committed to working with them to promote and encourage them to take all reasonable steps to maintain and improve their health and wellbeing. As representatives of the organisation all employees also have a duty to role model positive health and wellbeing behaviours, as one of our primary objectives is to improve the health and wellbeing of the population we serve. Therefore, all employees who wish to stop smoking and request support to do so will be given access to smoking cessation support.

7 GETTING HELP

7.1 Help Me Quit

Help Me Quit are available to support individuals on every step of their smoke free journey. Support is available in:

- Meetings with other smokers (research shows that this is the best way to stop smoking);
- One to one appointments. These may be face to face or over the telephone.
- Community venues;
- Hospitals; and
- Pharmacies.

Help Me Quit provides free telephone support on 0800 0852219 or at www.helpmequit.wales

Help Me Quit - Find Services in your Local Area

The organisation supports the 'Stoptober Campaign' and annually provides information, to encourage Digital Health & Care Wales staff to stop smoking.

Advice and support is also available from your GP or your Community Pharmacist.

7.2 Time Off to Attend Smoking Cessation Sessions

The organisation will provide employees with a maximum of six hours paid time off, over a timeframe of eight weeks (pro rata if working part-time), to attend smoking cessation sessions. This does not include any time taken to travel to the appointment, which must be made in the employee's own time. Smoking cessation sessions must be face to face consultations, with a stop smoking advisor. All sessions must be documented and signed off by the employee's line manager, who will discuss with the employee the time off required, to ensure that they fit with service delivery needs. The line manager will be expected to monitor the time taken.

Alternatively, the employee's GP or Community Pharmacist can also offer help and support.

8 INFORMATION AND DETAILS OF RELEVANT LEGISLATION

Smoking is the UK's leading cause of preventable death and the provision of a smoke free environment provides a clear and effective message about the importance that Digital Health & Care Wales places on this issue. Smoking causes around 5,450 deaths each year in Wales and costs the Welsh NHS an estimated £302 million per year (Welsh Government 2018).

Passive smoking (breathing other people's tobacco smoke) has been medically proven to cause lung cancer and heart disease in non-smokers, as well as many other illnesses and minor conditions. At this time the impact of breathing in other people's e cigarette smoke is not known, as research findings are not currently available.

The organisation has a legal duty to protect and minimise the risks to employees etc. on Trust premises and grounds, from the harmful effects of exposure to second hand smoke as directed by the ***Smoke Free Premises and Vehicles (Wales) Regulations 2018***.

The Health and Safety at Work Act 1972 places a duty 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’.

Action to tackle the harm caused by smoking continues to be a priority for the Welsh Government.

The Well-being of Future Generations Act 2015 is encouraging all public sector organisations to ensure that wellbeing planning across communities will limit the impact of tobacco on individuals, now and in the future.

One of the key themes of the Welsh Government’s ambitions for Public Health, detailed in the ***Public Health (Wales) Act 2017*** is further reducing smoking and exposure to second-hand smoke, by introducing legislation to make it an offence to smoke in the outdoor areas of school grounds, children’s playgrounds, hospital grounds and outdoor care settings for children. It is anticipated that this legislation will be introduced towards the end of 2019. The Trust’s Smoke Free Policy will be reviewed once this legislation comes into effect. To take this forward a ***Tobacco Control Delivery Plan for Wales 2017-2020*** has been developed with the key focus being on improving access to smoking cessation services and promoting smoke free environments.

9 INSTRUCTION AND TRAINING

All new employees of the organisation should be made aware of the organisation’s Smoke Free Policy during their induction, to ensure that there is a safe working environment for all.

If an employee is found smoking on organisation premises and they continue to do so, after being reminded of the Smoke Free Policy, they should be advised that it is an offence for the organisation to let them do so. The employee should also be advised that they are committing an offence by smoking in a smoke-free environment. The employee should be asked politely to stop smoking. Where an employee fails to comply with the Smoke Free Policy, the organisation may invoke the Disciplinary Policy.