



London Ambulance Service **NHS**
NHS Trust

Smoke-free Policy

DOCUMENT PROFILE and CONTROL

Purpose of the document: To set out the Trust's position in regards to maintaining a smoke-free environment on LAS premises.

Sponsor Department: People and OD

Author/Reviewer: Deputy Director of Workforce. To be reviewed by February 2021.

Document Status: Final

Amendment History			
Date	*Version	Author/Contributor	Amendment Details
16/07/18	3.4	IG Manager	Document Profile and Control update
16/02/18	3.3	Senior HR Manager	Minor changes
18/04/17	3.2	IG Manager	Document Profile and Control update
10/03/17	3.1	Deputy Director, Workforce	Final amendments taking into account staff side feedback
13/01/17	2.4	Deputy Director, Workforce	Amendments to incorporate Director of Workforce Comments
11/01/17	2.3	Deputy Director, Workforce	Update in line with NHS guidance, clarifying all Trust sites to be smoke-free.
25/01/17	2.2	Senior HR Manager	Reviewed. No changes pending updated document being considered at ELT on 1/1/17 and planned roll out.
01/06/15	2.1	IG Manager	Document Profile and Control update
05/05/15	1.1	Senior HR Manager	Minor cosmetic changes, reformatted, additional paragraphs on e-cigarettes.
June '07	1.0	Assistant Director, Employee Services.	First version published.

Version Control Note: All documents in development are indicated by minor versions i.e. 0.1; 0.2 etc. The first version of a document to be approved for release is given major version 1.0. Upon review the first version of a revised document is given the designation 1.1, the second 1.2 etc. until the revised version is approved, whereupon it becomes version 2.0. The system continues in numerical order each time a document is reviewed and approved.

For Approval By:	Date Approved	Version
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The Pulse (v3.4)	16/07/18	Internal Comms team	Comms
The Pulse	18/04/17	Governance Administrator	G&A
The Pulse	01/06/15	Digital Media Officer	Comms
The Pulse	June '07	Governance Co-ordinator	G&C
LAS Website (v3.4)	16/07/18	Internal Comms team	Comms
LAS Website	18/04/17	Governance Administrator	G&A
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Announced on:	Date	By	Dept
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Equality Analysis completed on	By
01/06/15	HR team
Staffside reviewed on	By
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Links to Related documents or references providing additional information		
Ref. No.	Title	Version

Document Status: This is a controlled record as are the document(s) to which it relates. Whilst all or any part of it may be printed, the electronic version maintained in P&P-File remains the controlled master copy. Any printed copies are not controlled nor substantive.

1. Introduction

- 1.1 Smoking is the biggest cause of preventable deaths in England, and one in two smokers will die from a smoking related disease. It is illegal to smoke in all enclosed and substantially enclosed premises where these are used as a workplace for more than one person.
- 1.2 Accordingly, London Ambulance Service NHS Trust operates this “smoke-free” policy, which sets out how Trust arrangements and requirements These include a total ban on smoking in any enclosed and substantially enclosed areas and in all vehicles used for paid or voluntary work, including pool and most lease cars. This is in line with our general responsibility to provide a safe and healthy environment for all staff and visitors.
- 1.3 It is also the policy of the NHS that staff should not smoke whilst in uniform or otherwise identifiable as NHS employees.
- 1.4 This Policy does not intend to dictate whether people smoke but to ensure that the Trust is a smoke-free environment and to provide a workplace free from harm caused by smoking. However, as a healthcare provider, the Trust has a duty to promote healthy lifestyle choices, well-being and to encourage its staff to act as role models in this regard.

2. Scope

- 2.1 This Policy applies to all LAS employees wherever they are based.
- 2.2 This policy also applies to all Trust premises in their entirety. Any sites which had, prior to the introduction of the revised policy on 1 May 2017, a non-enclosed area where smoking was permitted, are no longer allowed to continue this practice.
- 2.3 In addition, staff wishing to smoke are not permitted to congregate at entrances/gateways or other areas adjacent to Trust premises, but must move away from the general vicinity.

3. Objectives

- 3.1 The objectives of this Policy are to:
- Provide a safe and healthy environment for all staff and visitors whilst on Trust premises by confirming the ban on smoking in from all Trust buildings and enclosed and substantially enclosed areas;
 - Provide an environment that is conducive to giving up smoking and ensure that staff who want to give up smoking have information on access to and availability of cessation support;

- Promote an awareness of the damaging effects of smoking on health and the benefits of not smoking.

4. Responsibilities

4.1 By delegated authority, the Chief Executive will:

- ensure that staff, visitors and contractors are made aware of the Policy;
- ensure that this Policy is adhered to by staff;
- comply fully with the Policy and provide a suitable role model for staff and all visitors.

4.2 Trust Directors will:

- ensure that managers are aware of the Policy and supported in enforcing the Policy with staff;
- comply fully with the Policy and provide a suitable role model for staff and all visitors.

4.3 Line Managers will:

- ensure that all staff reporting to them adhere to this Policy;
- ensure that staff are fully supported in reminding other people of the Smoke-free Policy;
- comply fully with the Policy and provide a suitable role model for staff and all visitors.

4.4 Staff will:

- comply fully with the Policy and provide a suitable role model for colleagues, all visitors, patients and the general public;
- Remind anyone they witness contravening this policy that we operate a smoke free policy.

4.5 Security/Reception Staff will:

- point out the Trust's smoke-free status to anyone smoking on-site and, where necessary report any infringements to the responsible manager.

5. Legal / statutory position

5.1 This Policy is in line with the provisions of the Health and Safety at Work Act (1974), section 7 of the Health & Safety at Work Act (1974) (amended January 1993) which states that "all employees have a personal responsibility to not act in any way which may cause harm to another member of staff".

5.2 The dangers of passive smoking – exposure to environmental tobacco smoke, have become a growing concern, with the EU Directive 92/95EEC classifying second-hand smoke as a workplace carcinogen.

5.3 In the Department of Health's white paper, Choosing Health (2004), the Government made the commitment that by the end of 2006, all NHS workplaces would become smoke free.

5.4 Employers are liable to penalties of up to £2,500 if they fail to display the required no smoking signage and / or fail to prevent a person from smoking in smoke-free premises or a smoke-free vehicle.

5.5 Individuals could also be liable to personal penalties of up to £2, 500 if they fail to display the required no smoking signage and / or fail to prevent a person from smoking in smoke-free premises or a smoke-free vehicle.

6. The Policy

6.1 Smoking is not permitted inside the buildings or in other enclosed areas of all LAS premises. Designated smoking areas as well as informal smoking areas are not permitted on any Trust premises. This will ensure that staff and visitors are protected from the dangers of passive smoking while on Trust premises.

6.2 This Policy will protect staff and visitors from the dangers of passive smoking in Trust buildings and enclosed areas and, in the future on all Trust premises, and will reduce the risk of fires being started by smoking.

6.3 No staff will be permitted to smoke in or in proximity to Trust owned, leased, and/or identifiable vehicles, whilst at or near LAs or NHS premises.

6.4 No staff are permitted to smoke whilst identifiable as Trust/NHS employees or on any NHS smoke free site.

6.5 Support for smoking cessation is available through the Occupational Health Department, GPs and NHS Stop Smoking Services (see section 9).

7. Smoke- free environment

7.1 The inside of all Trust buildings and other enclosed areas of all LAS premises are no smoking areas at all times.

7.2 LAS staff are required to adhere to other NHS Trusts' smoke-free policies.

7.3 All Trust owned, leased and/or identifiable vehicles are no smoking areas at all times. Any other vehicle which is used to conduct paid or voluntary work by more than one person is also included. Staff are therefore not permitted to smoke in pool or lease cars, unless in the case of lease cars only, the car is used primarily for private use and is never used to carry, even intermittently, more than one person, e.g. giving a colleague a lift to a meeting.

7.4 This applies equally to patients, carers or visitors to the Trust who may be travelling in the vehicle.

7.5 No additional paid breaks will be given to staff who wish to smoke. Staff wishing to take additional smoking breaks, where these are agreed, will still be expected to work the full-time hours for which they are paid.

8. E-cigarettes

8.1 This Policy applies to e-cigarettes (vaping) (and/or herbal cigarettes or similar) in the same way as cigarettes and other tobacco products.

8.2 All LAS staff should also adhere to the smoke-free policies of other organisations, including NHS trusts, and not use or otherwise display electronic cigarettes unless in designated smoking areas. For the absence of doubt, it should be assumed that other organisations' smoke-free policies also apply to e-cigarettes.

9. Support on quitting smoking

9.1 Free information about smoking and quitting support is available from local smoke free services- <http://www.nhs.uk/smokefree> or [http://www.nhs.uk/Conditions/Smoking-\(quitting\)/Pages/Treatment.aspx](http://www.nhs.uk/Conditions/Smoking-(quitting)/Pages/Treatment.aspx).

9.2 Advice can also be accessed through GPs or the Trust's occupational health service.

10. Dealing with staff breaches of the Policy

10.1 Staff breaching this policy must be challenged and advised that smoking is not permitted. Continued failure to comply with the requirements of this Policy may result in disciplinary action.

10.2 Whilst staff are encouraged to make people aware of the Policy, they should not put themselves at risk of physical or verbal abuse.

10.3 Staff must be supported if they report any breaches of the Policy to their line manager, who will be responsible for dealing with the breach.

10.4 A "zero tolerance" approach will be applied to any patients, visitors or subcontractors who become abusive when reminded of the Policy. This could include exclusion/removal from the premises.

11. Exceptions

11.1 Staff and visitors to the Trust must never be put at risk from passive smoking and there are therefore no exemptions from this Policy.

12. Effective Date

12.1 This policy is effective from 1 May 2017 and until further notice.

IMPLEMENTATION PLAN				
Intended Audience	For all LAS staff			
Dissemination	Available to all staff on the Pulse			
Communications	Publicity via recruitment, induction and other materials. Signage in Trust buildings. Communications to all staff in advance of date of implementation.			
Training	n/a.			
Monitoring:				
Aspect to be monitored	Frequency of monitoring AND Tool used	Individual/ team responsible for carrying out monitoring AND Committee/ group where results are reported	Committee/ group responsible for monitoring outcomes/ recommendations	How learning will take place
That smoking is not permitted inside the buildings of all LAS premises	Ongoing	All employees.	ELT	Via line managers for relevant areas.