



No Smoking Policy

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DOCUMENT CHANGE HISTORY		
Initiated by	Date	Author (s)
		HR
Version	Date	Comments (i.e. viewed, or reviewed, amended approved by person or committee)
V1.1	14 th November 2011	Reviewed by the Policy Group + OH + Wellbeing Manager
V1.2	2 December 2011	Sent to SPF for approval
V1.3	16 April 2012	Sent to EMT for approval
V2.0		Approved

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Version	Date	Comments (i.e. viewed, or reviewed, amended approved by person or committee)
V2.1	22 October 2012	Amendment approved by Joint SPF Chairs
V3.0		Approved
V4.0	10 December 2015	SPF approved extension of review date to December 2016
V5.0	6 April 2019	Policy formatted on to new template
V5.1	10 February 2020	Review by HR Policy Sub-Group
V5.2	26 February 2020	Sent to SPF and ELT
V6.0	12 March 2020	Approved by ELT
V14.0	17 April 2023	Policy extended to January 2024 by CRG

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Document Reference	Directorate: HR
Recommended at Date	Staff Partnership Forum 26 February 2020
Approved at Date	CRG 17 April 2023
Valid Until Date	31 January 2024
Equality Analysis	June 2020
Linked procedural documents	Health and Safety Policy Grievance Policy Collective Grievance Policy Disciplinary Policy (Managing Conduct and Performance) Whistleblowing Policy Dignity at Work Policy Occupational Health Policy
Dissemination requirements	All managers and staff, via staff bulletins and the intranet
Part of Trust's publication scheme	Yes

The East of England Ambulance Service NHS Trust has made every effort to ensure this policy does not have the effect of unlawful discrimination on the grounds of the protected characteristics of: age, disability, gender reassignment, race, religion/belief, gender, sexual orientation, marriage/civil partnership, pregnancy/maternity. The Trust will not tolerate unfair discrimination on the basis of spent criminal convictions, Trade Union membership or non-membership. In addition, the Trust will have due regard to advancing equality of opportunity between people from

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different groups and foster good relations between people from different groups. This policy applies to all individuals working at all levels and grades for the Trust, including senior managers, officers, directors, non-executive directors, employees (whether permanent, fixed-term or temporary), consultants, governors, contractors, trainees, seconded staff, homeworkers, casual workers and agency staff, volunteers, interns, agents, sponsors, or any other person associated with the Trust.

All Trust policies can be provided in alternative formats.

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1. Policy Statement

- 1.1 This document outlines the No Smoking Policy and Procedure for the East of England Ambulance Service NHS Trust (the Trust). The Trust recognises that it has a duty to ensure, as far as is reasonably practical, that employees, agency workers, volunteers, contractors and visitors have a right to work in or visit Trust premises without being exposed to tobacco smoke. These issues involve concern for the comfort, as well as the health and safety of all employees and visitors. This policy forms part of the Trust's commitment to the health, safety and wellbeing of its staff.
- 1.2 The Trust is committed to ensuring that non-smoking is the expected standard for employees on Trust premises. The Trust also wishes to reflect its approach to the known risks to peoples' health from smoking and develop and encourage a healthier lifestyle for all its employees. The Trust also aims to:
- Support employees to stop smoking;
 - Encourage employees to get involved in health promotion initiatives;
 - Set a good example to the public and enhance the image of the Trust through the positive actions of employees;
 - Demonstrate adherence to the NHS-wide No Smoking principle;
 - Adhere to National No Smoking in line with Health Act 2006.
- 1.3 This policy sets out how the Trust will maintain a completely smoke-free environment and will follow a no smoking policy throughout the organisation.
- 1.4 This policy meets the requirements of the Health and Safety at Work Act 1974, the Workplace (Health, Safety and Welfare) Regulations 1992 and the Health Act 2006 and has been written in partnership by management and staff side.

2. Scope

- 2.1 This policy applies to all staff employed by the Trust as well as, agency workers, volunteers, contractors, patients and visitors. The policy is applicable to all Trust property and premises, including inside and outside of Trust buildings or associated sites and vehicles.
- 2.2 For the purpose of this policy, the practice of smoking includes all tobacco based products as well as e-Cigarettes regardless of their contents.

3. Access to the Policy

- 3.1 All employees are entitled to access to this policy which is located in the Human Resources Policies and Procedures Folders and/or on the Trust's Intranet. However, if you require this policy in any other format please seek guidance from the Human Resources Department, your line management or trade union representative.
- 3.2 Employees and managers may also wish to consult related Trust policies such as Health and Safety, Grievance, Collective Grievance, Disciplinary Policy (Managing Conduct and Performance), Whistleblowing, Dignity at Work and Occupational Health policies.

4. Roles and Responsibilities

- 4.1 The Human Resources Department is responsible for keeping the provisions within this policy in line with employment legislation and best practice people management principles.
- 4.2 Managers, HR staff and trade union representatives are responsible for providing advice and guidance to employees and visitors on awareness and compliance of this policy and procedure.

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- 4.3 Management and trade union representatives are responsible for bringing any mutually beneficial improvements to this policy to the attention of the Trust.
- 4.4 Occupational Health are responsible for advising employees who wish to stop smoking.
- 4.5 Compliance with this policy is the responsibility of all Trust employees, agency workers, contractors and visitors. All employees will, in addition to adherence to this policy, be expected to adhere to the no smoking policies of any premises at which they are working, based or visiting.

5. Policy

- 5.1 There will be:
- No smoking on any Trust or any other NHS property;
 - No smoking within Trust buildings leased or owned (including garages);
 - No smoking in Trust vehicles, including lease cars;
 - No smoking in any vehicle used to convey patients, other Trust employees or visitors;
 - No smoking on Trust owned or leased land;
 - No smoking in line with section 4.5 above.
- 5.2 Subject to the constraints set out above, employees will be able to smoke in uniform during their breaks, but should make every attempt to cover their uniform.

6. Implementation

- 6.1 All employees are asked to assist with ensuring that visitors and contractors comply with the policy by explaining the principles in a polite and positive manner. Employees should seek assistance from a manager if a situation becomes challenging or confrontational.

- 6.2 All prospective and new employees will be advised of this policy through either the Trust's recruitment process, induction programme or directly by their manager.

7. Smoking Cessation Support

- 7.1 The Trust acknowledges the anxieties associated with making lifestyle changes and recognises that employees who smoke may experience difficulty in adjusting to the smoking ban. Therefore line managers, the Human Resources Department and Occupational Health will be available to direct all employees towards practical help and continuing support on giving up smoking through:

- Cessation support groups run in partnership with the local Primary Care Trust;
- The NHS Smoke Free Helpline on 0800 022 4332 www.smokefree.nhs.uk;
- Local Stop Smoking Services;
- Employee Assistance Programme (EAP).

For further information on these services please contact Occupational Health.

8. e-Cigarettes

As e-Cigarettes are unregulated and have a great deal of variance in their chemical composition, the Trust considers their usage to be in line with all other smoking practices outlined within this policy. This position will be reviewed in line with guidance from relevant bodies, as e-Cigarettes continue to be developed.

- 8.1 The Trust has taken the above position after reviewing available research from the British Medical Association, published March 2012. The executive summary of which is shown below;

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- E-cigarettes are not regulated as a tobacco product or as a medicine in the UK and there is no peer reviewed evidence that they are a safe and effective nicotine replacement therapy
- The use of e-cigarettes may undermine smoking prevention and cessation by reinforcing the normalcy of cigarette use in public and workplaces
- Health professionals should not recommend the use of e-cigarettes as smoking cessation aid or a lower risk option than continuing to smoke due to a lack of evidence of their safety and efficacy

9. Adherence to Policy

- 9.1 An initial breach of the policy will be dealt with in an advisory way, accompanied by advice about what smoking cessation/support options exist.
- 9.2 Any subsequent breach of this policy may lead to further action, which for Trust employees may include formal disciplinary action.

10. Signposting

- 10.1 Clear signs, indicating the Trust's smoking restrictions, will be displayed as necessary throughout Trust property and premises.

11. Policy Review

- 11.1 This policy will be reviewed on a three yearly basis or more frequently if significant changes to its effective operation are necessary.

Appendix 1



Equality Impact Assessment

EIA Cover Sheet											
Name of process/policy	No Smoking Policy										
Is the process new or existing? If existing, state policy reference number	Existing – POL085										
Person responsible for process/policy											
Directorate and department/section	HR										
Name of assessment lead or EIA assessment team members	EqIA Panel members										
Has consultation taken place? Was consultation internal or external? (please state below):	Internal via HR Policy Sub-Group & EQIA Panel										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td></td> <td style="text-align: center;">X</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table>				X						
	X										

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	Project plan	
	Action plan	
	Other (please state)	
	Training programme.	

Equality Analysis																							
<p>What is the aim of the policy/procedure/practice/event?</p> <p>Sets out the policy, procedure and guidance regarding no smoking and provides support for staff with regards to their health and recognising difficulties people may face.</p>																							
<p>Who does the policy/procedure/practice/event impact on?</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 15%;">Race</td> <td style="width: 10%; text-align: center;">X</td> <td style="width: 25%;">Religion/belief</td> <td style="width: 10%; text-align: center;">X</td> <td style="width: 25%;">Marriage/Civil Partnership</td> <td style="width: 15%; text-align: center;">X</td> </tr> <tr> <td>Gender</td> <td style="text-align: center;">X</td> <td>Disability</td> <td style="text-align: center;">X</td> <td>Sexual orientation</td> <td style="text-align: center;">X</td> </tr> <tr> <td>Age</td> <td style="text-align: center;">X</td> <td>Gender re-assignment</td> <td style="text-align: center;">X</td> <td>Pregnancy/maternity</td> <td style="text-align: center;">X</td> </tr> </table>						Race	X	Religion/belief	X	Marriage/Civil Partnership	X	Gender	X	Disability	X	Sexual orientation	X	Age	X	Gender re-assignment	X	Pregnancy/maternity	X
Race	X	Religion/belief	X	Marriage/Civil Partnership	X																		
Gender	X	Disability	X	Sexual orientation	X																		
Age	X	Gender re-assignment	X	Pregnancy/maternity	X																		
<p>Who is responsible for monitoring the policy/procedure/practice/event?</p> <p>HR</p>																							
<p>What information is currently available on the impact of this policy/procedure/practice/event?</p> <p>Possible data from Well-Being/OH regarding number of requests from individuals seeking support regarding giving up smoking.</p> <p>HR metrics/ tracker – number of Disciplinary cases regarding smoking on premises, in vehicles etc – relating to breaches of policy.</p>																							

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Do you need more guidance before you can make an assessment about this policy/procedure/ practice/event? No

Do you have any examples that show that this policy/procedure/practice/event is having a positive impact on any of the following protected characteristics? Yes, If yes please provide evidence/examples:

Race	X	Religion/belief	X	Marriage/Civil Partnership	X
Gender	X	Disability	X	Sexual orientation	X
Age	X	Gender re-assignment	X	Pregnancy/maternity	X

Please provide evidence:

Fair and consistent policy for all. Sets out specific approach to no smoking including E-cigarettes. Provides contacts and support for all staff and volunteers wishing to stop smoking.

Are there any concerns that this policy/procedure/practice/event could have a negative impact on any of the following characteristics? No, if so please provide evidence/examples:

Race	X	Religion/belief	X	Marriage/Civil Partnership	X
Gender	X	Disability	X	Sexual orientation	X
Age	X	Gender re-assignment	X	Pregnancy/maternity	X

Please provide evidence:

Subject to a fair and consistent approach to applying the policy.

Action Plan/Plans - SMART

Specific

Measurable

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Achievable

Relevant

Time Limited

Evaluation Monitoring Plan/how will this be monitored?

Who

How

By

Reported to