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Imperial College Healthcare  
NHS Trust

Trust-Wide Policy	
Version:	3.0
Policy Category:	Health & Safety
Target Audience:	All Staff
Review Date:	<b>26.09.2026</b>

## Smoke Free Policy

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## **1. Introduction**

- 1.1. The Smoke-free Policy prohibits smoking in Trust premises i.e. buildings, grounds and Trust vehicles. Imperial College Healthcare NHS Trust (ICHT) is committed to improving the health and wellbeing of patients, carers, staff and visitors.
- 1.2. The Trust is dedicated to positively promoting health and wellbeing for all. We will provide treatment to smokers who wish to quit and support smokers who do not want to quit to temporarily abstain from smoking whilst in Trust buildings or grounds.
- 1.3. Smoking tobacco is the single biggest cause of preventable death, disability, ill-health and social inequality in the UK. The prevalence in hospital patients is higher than the general population (21% vs 13%).
- 1.4. We aim to educate all those who are dependent on nicotine that the best way to quit is by using licensed treatments and we will provide opportunities for change.
- 1.5. We will provide a healthy environment to work in and create outside spaces that are conducive to nurturing wellbeing.
- 1.6. The policy complies with Smoke-free legislation (Health Act, 2006), NICE Guidelines for Smoking: acute, maternity and mental health services (NICE, NG209). It is also aligned with the ambitions set out in The NHS Long Term Plan (2019), NHS England's Vision for London (2019) and the Roadmap to a Smokefree 2030 published by Action on Smoking in Health (2020).
- 1.7. The Trust is a provider and commissioner of healthcare services and health-promoting advice; promoting smoking cessation (including from e-cigarettes) and reducing tobacco dependency is consistent with this role.

## **2. Purpose & Scope**

- 2.1. This policy is designed to support a smoke-free Trust and support the routine provision of evidence based smoking cessation treatments.
- 2.2. This policy applies to everyone on Trust premises, or working for the Trust elsewhere:
  - including all employees, bank and agency staff, contractors, patients, clients and visitors;
  - travelling in Trust-owned vehicles;
  - wearing a Trust badge or uniform, at any time, or representing the Trust on or off Trust premises during their working hours.
- 2.3. The Trust works closely with its academic partner, Imperial College London in maintaining a smoke-free environment.
- 2.4. The Trust aligns with national policies and works closely with the North West London Integrated Care Systems (NWL ICS)

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### **3. Responsibilities**

#### **3.1. Directors**

Are responsible for ensuring there are sufficient resources available to implement this policy.

Ensure that staff, patients, visitors and contractors are made aware of the smoke free policy.

Comply fully with the policy and provide suitable role models for staff and patients.

#### **3.2. Service, Ward and Line Managers**

Are responsible for ensuring employees, contractors and those who use their services comply fully with this policy. They will:

- Comply fully with the policy and provide a suitable role model for staff and patients.
- Support any Trust employee who wishes to quit smoking in accordance with NICE guidelines. Managers must discuss and agree reasonable times during normal working hours for them to receive relevant treatment and/or counselling.
- This includes the provision of adequate cover when people attend such counselling or smoking cessation sessions so that Trust work, and especially clinical care, can continue uninterrupted.
- They are responsible for supporting employees who bring this policy to the attention of any person in breach of it, by reinforcing the 'no smoking' message and by intervening in situations that become difficult for people to handle.
- Will ensure staff do not take smoking breaks during working hours. There will be no additional breaks for smoking over and above normal work break entitlements.

#### **3.3. Employees**

Have a duty to comply with this policy by:

- During working hours Trust employees must not smoke on Trust premises, nor be seen to be smoking either whilst in Trust uniform or wearing Trust identification or whilst they are representing the Trust.
- Will not take "smoking breaks" during their contractual hours of employment.
- Can access support to quit smoking from <https://stopsmokinglondon.com/support-to-quit-smoking/> or through their GP.
- Staff who smoke and are dependent on tobacco will consider using NRT whilst at work.
- Staff using e-cigarettes as part of their personal tobacco management plan will follow the same rules as cigarettes during working hours

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### **3.4. Capital, Estates and Facilities**

Are responsible for erecting sufficient and suitable 'no smoking' (or other suitable words) signs in appropriate and prominent positions in and around Trust premises.

### **3.5. Security Service**

Are responsible for supporting line managers and others, by

- responding to their requests for help in situations where conflict has arisen or is likely to arise e.g. where a smoker has been challenged for smoking in a prohibited area and they have reacted in a hostile manner
- Or supporting staff when escorting patients, where a possible risk has been identified (a risk to the patient or staff) for safety reasons.

## **4. Process**

### **The Environment**

4.1. All Trust premises, grounds and car parks are NO SMOKING AREAS at all times.

4.2. All Trust vehicles are NO SMOKING AREAS at all times.

4.3. Employees may smoke in their own cars (except whilst on Trust premises) during their working hours and when travelling on Trust business, as long as no other person in that vehicle is exposed to smoke from tobacco products or is otherwise put at risk from passive smoking. Also, whilst smoking, the person must not be either in a Trust (or NHS) uniform or otherwise identifiable as a Trust employee.

4.4. The Trust will display signs that make it clear that smoking is prohibited on its premises. All Trust owned vehicles will also display no-smoking signs.

4.5. Smoking materials of any description may not be sold on Trust premises or the grounds that those premises are sited on, nor may people supply tobacco products for patients or obtain these for them.

4.6. There are NO designated cigarette smoking areas within the Trust for patients, clients, visitors, or employees of the Trust except for within Trust residential accommodation. In Trust residential accommodation, the Divisional Director responsible will make local rules which ensure the risks arising from smoking are effectively controlled.

4.7. Independent, autonomous organisations that share any Trust premises will be expected to implement smoke-free policies that are, at least, equivalent to that of the Trust

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### **E-cigarettes (also known as vapes or e-cigs)**

- 4.8. After careful consideration, it has been concluded that e-cigarettes may support compliance with ICHT's smoke free policy and help some smokers manage their nicotine dependence. However, it is critically important that e-cigarettes do not simply replace cigarettes and a culture of facilitating e-cigarette breaks is avoided.
- 4.9. E-cigarettes will only be facilitated for use on Trust premises in exceptional circumstances, where a risk assessment is completed (i.e. patient who is at risk of absconding) and approved by key stakeholders (including clinical team, Mental Health and Security teams) and recorded in the Patients Electronic Health Records with an associated care plan for management.
- 4.10. Staff using e-cigarettes as part of their personal tobacco management plan must follow the same rules as cigarettes.
- 4.11. As new evidence emerges about e-cigarettes The Trust will review this position.

### **Employment terms and conditions, Contracts & General Communication**

- 4.12. Job descriptions will contain the clause: 'The Trust operates a strict Non-Smoking Policy'
- 4.13. Trust induction material will make clear the Trust operates a strict no-smoking policy.
- 4.14. Invitations to tender and contracts with external organisations (for example, to provide building works) will include a statement that the Trust operates a Smoke Free Policy. Contractors or their subcontractors will be expected to comply with this Policy.
- 4.15. Service level agreements with external bodies (for example, to provide patient services) must state that individuals supplying a service to the Trust are required to comply with the Smoke Free Policy whilst on Trust premises.
- 4.16. Relevant Trust correspondence will make clear that the Trust operates a Smoke Free Policy throughout its premises and grounds at all times.
- 4.17. 'No Smoking environment' and 'no-smoking' signs will be displayed widely in and on premises occupied by the Trust.
- 4.18. Trust staff must not put themselves at any risk of abuse by challenging someone who is smoking. It is therefore suggested that people's attention is drawn to the large number of 'no smoking' signs that will be put up throughout buildings used by the Trust and in the grounds of Trust property.
- 4.19. If any member of staff has a complaint made against them simply for politely pointing out the Trust Smoke Free Policy to anyone who is smoking,

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they will have the Trust's full support for taking such action, which will be in compliance with this policy.

4.20. Similarly, to enable better health and safety for Trust employees, all Trust employees will be supported if, when visiting a patient, client or colleague on Trust business on non-Trust premises who is smoking or who starts to smoke (or any carer or friend accompanying them who is smoking or who starts to smoke), they ask them to refrain from smoking. If there is a refusal to stop smoking, the Trust will support any employee who leaves a patient on personal health and safety grounds, as long as the patient smoking is not left in imminent danger without additional suitable action being taken e.g. the matter escalated with the employee's line manager.

4.21. There will be no additional breaks for smoking over and above normal work break entitlements. Staff who wish to smoke during their working time outside of these times will have to negotiate shorter times for normal work break entitlements with their line managers to make up for this, i.e. they will still be expected to work for the full time that they are paid for.

## **Patients**

4.22. The Medical Director, together with the Divisional Directors, will lead on designing and implementing measures to assist Trust patients with stopping their tobacco dependency, integrating those measures fully into clinical pathways.

## **5. Implementation and Dissemination**

4.23. Implementation of and compliance with this policy will be measured by:

- (i) auditing, approximately every three years, of Trust compliance with the relevant legislation.

4.24. Dissemination of this policy will occur using the usual Trust processes as required by the Trust policy lead e.g. via the Trust intranet, Trust Communications etc.

## **6. References**

- Health and Safety at Work Act 1974
- Health Act 2006 – The Smoke Free Premises and Enforcement Regulations 2006
- NICE guidelines (NG209) - Tobacco: preventing uptake, promoting quitting and treating dependence

## **7. Definitions & Abbreviations**

**Cessation** - Stopping the use of tobacco, smoked or smokeless. This includes stopping use of tobacco and moving on to pharmacotherapies (including nicotine replacement therapy) or nicotine-containing e-cigarettes.

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**E-cigarettes** - An e-cigarette is a device that allows you to inhale nicotine in a vapour rather than smoke. E-cigarettes do not burn tobacco and do not produce tar or carbon monoxide, two of the most damaging elements in tobacco smoke. They work by heating a liquid (called an e-liquid) that typically contains nicotine, propylene glycol, vegetable glycerine, and flavourings. Using an e-cigarette is known as vaping. E-cigarettes can be disposable or refillable by means of a refill container and a tank, or can be rechargeable with single-use cartridges. Products may be used to consume nicotine or used without nicotine

**Hazardous Waste** - Used e-cigarettes are considered hazardous waste

**Nicotine replacement therapy (NRT)** - Products medicinally licensed for use as a stop smoking aid and for harm reduction, as outlined in the BNF. They include transdermal patches, gum, inhalation cartridges, sublingual tablets, lozenges, mouth spray and nasal spray.

**Pharmacotherapies** - This covers medication licensed for smoking cessation such as varenicline or bupropion, as well as nicotine replacement therapy.

**Smokefree** - E-cigarettes are not covered by smokefree legislation.

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## 8. Supporting Information

Current Document Information	
Document Lead:	Matt Hall – Associate Director of Health, Safety and Working Environment
Responsible Executive Director:	Kevin Croft – Chief People Officer
Date Approved by Policy Approval Group:	11.09.2023
Date Ratified by Executive Management Board:	26.09.2023

Current Document Replaces	
Previous Document Name and Version:	Smoke Free Policy v 2.1

Supporting References	
Keywords:	Smoke Free
Related Trust Documents:	

Contributing Authors	
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Committees / Groups	Mental Health Steering Group Violence and Aggression Group

Consultation		
Policy Sent for Consultation?		Yes
Sent to		Date
Committee / Groups:	Mental Health Steering Group, Violence and Aggression Group, Partnership Committee, Health and Safety Committee, Executive Management Board People, People Committee	
Departments / Individual:	Corporate Nursing, Security, P&OD, DDN's, Public Health, Estates and Facilities, Occupational Health	
Equality Impact Assessment Sent for Consultation?		Yes / No
Sent to		Date
Committee / Groups:		
Departments / Individual:	Equality Diversity and Inclusion Officer	

Version Control History			
Version	Date	Policy Lead	Changes
2.0	26.03.2019	Corporate Governance	Final Ratified
2.1	14.09.2022	Corporate Governance	Extension Approved
3.0		Matt Hall	Change to staff smoking cessation, update to e-cigarette policy



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3.0	26.09.2023	Corporate Governance	Final ratified
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