



**Department of Health and Social Care/Manx Care smoke
free policy**



Lauren McLachlan
ISLE OF MAN GOVERNMENT

Department of Health and Social Care smoke free policy

Contents

- Contents 1
- INTRODUCTION 2
 - Scope 3
 - Implementation..... 3
 - Non-compliance 4
 - Staff 4
 - Third Party Premises 4
 - Staff Residences 5
 - Volunteers and Contractors/Service providers 5
 - Patients 5
 - Patient Information 5
 - Support for patients who smoke..... 5
 - Mental Health 6
 - Learning Disabilities Facilities and residential homes 6
 - Visitors and Public 6
- RESPONSIBILITIES 6
 - Public Health 6
 - Managers..... 6
 - Staff 6
 - Volunteers, Contractors/Service providers, Patients, Visitors and Public 7
- IMPLEMENTATION AND MONITORING 7
 - General 7
 - Staff 7
 - Patients 7
 - Volunteers 8
 - Contractor/Service provider..... 8
- ENFORCEMENT 9
 - Staff, Volunteers, Contractors/Service providers, visitors and public 9
 - Patients 9
- TRAINING AND AWARENESS 9
 - Staff and Volunteers..... 9
- PATIENTS AND PUBLIC 10
- REVIEW 10
 - Isle of Man Free Stop Smoking Service 10

Department of Health and Social Care smoke free policy

INTRODUCTION

This smoke free policy has been written to ensure that all are guaranteed the right to breathe air which is smoke free on all Department of Health and Social Care (DHSC) and Manx Care sites. The policy recognises that the Isle of Man Department of Health and Social Care have a responsibility to promote public health to all its employees, customers, service users and visitors.

The aim of this policy is to promote a smoke free environment in all premises and property occupied by DHSC and Manx Care. This has been created in order to protect staff, customers, service users and visitors from exposure to second hand smoke, to ensure compliance with current Smoke Free legislation, encourage staff to give up smoking and provide an example of good practice to the residents of the Isle of Man.

Smoking is known to be the leading cause of preventable death and it has been medically proven that second hand smoke causes lung cancer and heart disease in non-smokers, as well as many other illnesses and minor conditions. By provision of smoke free premises including all grounds this sends out a clear message that the importance that the DHSC/Manx Care places on this issue. This policy recognises that passive smoking adversely affects employee's health. The DHSC/Manx Care is not primarily concerned with whether anyone smokes, but where they smoke and the effect that this has on non-smoking colleagues.

The DHSC/Manx Care has a legal duty to protect and minimise the risk for employees, customers, service users and visitors who attend any DHSC site from the harmful exposure to second hand smoke in compliance with the Health and Safety at Work Act 1974;

(2) Without prejudice to the generality of an employer's duty under the preceding subsection, the matters to which that duty extends include in particular —

- (e) the provision and maintenance of a working environment for his employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.

Action to reduce smoking prevalence on the Isle of Man continues to be a priority for the Isle of Man Public Health Directorate.

This smoke free policy guarantees the right of everyone to breathe smoke free air on all DHSC/Manx Care sites.

The policy recognises that the DHSC/Manx Care has a responsibility to promote public health to all its employees, customers, service users' patients and visitors

It is recognised that implementation of this policy may encourage some people to stop smoking and therefore consideration has been given to providing support for anyone to stop smoking through access to smoking cessation services.

Department of Health and Social Care smoke free policy

Scope

Failure to prevent smoking in a no-smoking environment may also lead to prosecution

All DHSC/Manx Care sites, premises and grounds are designated as smoke free areas. This policy applies to all staff, volunteers, contractors, service providers, service users, customer, visitors and the public.

All types of smoking is prohibited and all types of smoking will be prohibited throughout all premises and grounds. This includes all Government owned or leased vehicles and within those privately owned which are upon DHSC/Manx Care grounds.

This revised policy applies to all staff, consultants, contractors, customers, visitors and public and shall come into effect from **1st April, 2021 starting with Nobles Hospital Campus, Ramsey Cottage Hospital Campus, Westmoreland Road site and Crookall House site. All other day centres and DHSC/Manx Care clinics and administrative purpose sites will follow October 1st 2021, with the final DHSC/Manx Care residential sites becoming smoke free 1st April 2022.**

Vaping and use of electronic cigarettes will be permitted on DHSC/Manx Care external grounds. DHSC reserve the right to review with immediate effect in light of new evidence. Please see annex for further clarification on vaping.

Implementation

Accounting officers or their nominated deputies will be responsible for implementing the policy in their Department, Board or Office.

This includes ensuring that:

- All staff, consultants and contractors are made aware of this policy, including new members of staff;
- No-smoking notices are appropriately displayed at entrances to and within the premises;
- Reasonable steps are taken to stop people from smoking, including informing tobacco smokers that they are committing an offence;
- Smokers are requested to extinguish their smoking materials or leave the grounds.

The DHSC/Manx Care considers that smoking near entrances of buildings and premises and grounds contradicts health messages that the department sends out to visitors and the public. Due to this smoking is not permitted in these areas which are on any boundary of DHSC/Manx Care sites.

Smokers who wish to smoke off-site should note the following:

- Neighbouring properties may also operate smoke free policies which must be adhered to.
- Owners of private premises and grounds neighbouring DHSC sites may approach smokers asking them to refrain from smoking within the vicinity of their property.
- Littering in open public places is an offence under the Littering Act 1972

Department of Health and Social Care smoke free policy

The DHSC/Manx Care will at no time accept sponsorship from tobacco companies. Advertising and sales of tobacco products will not be allowed on DHSC premises and grounds or in publications.

Non-compliance

Visitors or members of the public who fail to comply with a request to extinguish their smoking materials should be advised that further action may be taken, which may include prosecution where relevant.

Staff

DHSC/Manx Care staff are prohibited from smoking on DHSC/Manx Care premises, grounds or vehicles.

Staff are entitled to unpaid scheduled breaks as agreed with their line manager in accordance with their contract of employment.

The DHSC/Manx Care does not recognise smoking breaks and staff are only permitted to smoke during designated unpaid breaks which must be done away from DHSC/Manx Care premises and grounds and not in uniform.

Staff who wish to smoke during designated unpaid breaks must ensure that any DHSC/Manx Care identification is completely covered up. Smoking is not permitted in uniform. Managers are responsible for ensuring equitable access to unpaid breaks.

In line with customer care practices and common courtesy, DHSC/Manx Care staff will not smoke on any other premises or grounds whilst undertaking DHSC/Manx Care duties.

The DHSC/Manx Care recognises that nicotine is an addictive drug and that this policy will disrupt the work life of smokers however statistics show that most smokers would like to give up. Therefore, in an effort to help individuals adjust to the change the following help and support is available;

Smoking cessation support services for DHSC/Manx Care staff that smoke and wish to stop smoking is available

Smoking cessation support services for DHSC/Manx Care staff that smoke and wish to discuss a personal plan for temporary abstinence during working hours is available

Reasonable time off during working hours will be allowed for staff to attend smoking cessation support that will help them to refrain from smoking or quit.

There is no cost to the individual for smoking cessation services

<https://www.gov.im/categories/health-and-wellbeing/quit4you-free-stop-smoking-service/>

Third Party Premises

Department of Health and Social Care smoke free policy

When DHSC/Manx Care staff are required to visit third party premises during their working duties they should inform the person arranging the visit of this policy. The DHSC/Manx Care has a duty of care to protect employees however it is unable to dictate smoking policy within third party premises. A request should be made that a smoke free area is used as the place of the working visit. Where this is not possible the person being visited should refrain from smoking for at least one hour before the visit and should refrain from smoking for the visit duration.

When it is not possible to pre arrange and it is apparent that a visit is likely to expose the staff member then the staff should decide on an individual basis if they wish to be exposed to second hand smoke and report this in writing to their line manager.

Staff Residences

Smoking is prohibited within all areas of staff residences. Failure to comply with this policy will result in a breach of the terms and conditions of occupancy

Volunteers and Contractors/Service providers

Volunteers and contractors/service providers employed by other organisations are prohibited from smoking while working on DHSC/Manx Care premises, grounds, or vehicles, and are expected to abide by the terms of this policy at all times.

Any volunteers, contractors/service providers who wish to smoke must do so away from DHSC/Manx Care premises and grounds during designated break periods, after agreement with their line manager.

Patients

Smoking in hospitals/clinics is prohibited and patients will be made aware that smoking is not permitted on DHSC/Manx Care premises and grounds.

It is emphasised that patients who leave the ward/clinic area to smoke do so at their own risk. It is not the responsibility of DHSC/Manx Care staff to accompany patients who wish to smoke.

Patient Information

The DHSC/Manx Care policy on smoking will be given to all patients via inpatient letters, IOM Government websites and media and press release.

All wards and outpatient departments will have information displayed providing information about this policy and also information on abstinence and giving up smoking. The managers of these areas will be responsible for ordering and updating displays.

Support for patients who smoke

Coming into hospital can be a good opportunity for patients to quit smoking, the local stop smoking service will be available to those who wish to take advantage. Free support to become smokefree is available along with access to nicotine replacement therapy and also support for those using vaping as a method of abstinence.

Department of Health and Social Care smoke free policy

Prior to and upon admission to DHSC/Manx Care smoking status of every patient and patients will be asked if they would like to receive nicotine replacement therapy for the duration of their stay or see a stop smoking specialist for support or further information.

Mental Health

Mental health facilities will comply with the same policy as all other DHSC/Man Care sites.

Learning Disabilities Facilities and residential homes

Where a premises is deemed to be someone's home then an exception can be made with prior agreement with the DHSC/Manx Care to allow a designated smoking area outdoors only. This will only apply to the resident, any visitor or staff member who does not refrain from smoking will be in breach of this policy

Visitors and Public

Visitors and members of the public are to abide by the terms of this policy.

RESPONSIBILITIES

Public Health

The Tobacco Control lead for Public Health will work with operational leads within all areas of DHSC/Manx Care to ensure that this policy is fully supported by all staff.

Managers

All managers are responsible for ensuring that the staff they line manage comply with this policy.

All managers are responsible for supporting staff who bring this 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 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 this policy in their department.

Staff

Staff have a duty to fully comply with this policy.

Staff wishing to smoke must do so away from DHSC/Manx Care premises and grounds and can only do so during their official unpaid break times. Additional smoking breaks will not be taken. Staff are not permitted to smoke anywhere on the grounds which includes within private vehicles.

Department of Health and Social Care smoke free policy

Managers are responsible for ensuring equitable access to unpaid breaks. Any staff who is seen smoking on DHSC/Manx Care property must be informed that the DHSC/Manx Care has a smoke free policy. Breach of this policy will be disciplinary.

Staff can politely remind individuals of the Smoke Free policy but should not enter into discussion regards its value or merits and on no account enter into an argument or debate. Staff are reminded of their duties to report any incidents or hazards in accordance with the DHSC Incident & Hazard reporting policy.

Each member of staff has a responsibility to be available for work and to not be away from work on unauthorised breaks.

Volunteers, Contractors/Service providers, Patients, Visitors and Public

Patients, Visitors and the Public are to fully comply with this policy.

IMPLEMENTATION AND MONITORING

This policy will be implemented via the Smoke Free Policy Grounds Project. The key measures that will be implemented in order to support compliance with this policy will be as follows:

General

Signage throughout DHSC/Manx Care property advising visitors and members of the public that the DHSC/Manx Care premises and grounds are smoke free

Displays and supplies of literature on the subject will be available throughout DHSC/Manx Care premises.

The Public Health website and the Isle of Man Government website and will include details of the DHSC/Manx Care Smoke Free Policy.

Staff

Job advertisements, job descriptions, interviews and contracts of employment will include reference to this policy.

On appointment, all new staff, will be given information about this Smoke Free Policy at the DHSC/Manx Care Corporate Induction Course.

Patients

Information on DHSC/Manx Care policy in relation to smoking on premises and grounds will be given to all patients via the letter advising of the inpatient or outpatient appointment.

Prior to admission the smoking status of all patients will be sought and the patient will be asked if they wish to obtain information on referring to smoking cessation support or for nicotine replacement therapy during their stay in hospital.

Department of Health and Social Care smoke free policy

For patients who are admitted as an emergency case their smoking status will be sought as soon as possible upon admission in order and the patient will be asked if they wish to be referred for nicotine replacement therapy during their stay in hospital and to obtain information on referring to smoking cessation support.

Volunteers

All recruitment information for volunteers will include reference to this policy and all new volunteers will be given information about this policy at induction.

Contractor/Service provider

The person greeting the contractor/service provider will inform them of the DHSC/Manx Care Smoke Free Policy

The following clause will be inserted into all contracts relating to work done within the DHSC/Manx Care by outside contractors/service providers. "The Department of Health and Social Care and Manx Care operates a Non-Smoking Policy for its entire staff which expressly prohibits smoking throughout its premises and grounds." Contractors must ensure that their staff are aware of this and comply with the Policy.

Progress on its implementation will be monitored on a quarterly basis by the Executive Lead.

Department of Health and Social Care smoke free policy

ENFORCEMENT

Staff, Volunteers, Contractors/Service providers, visitors and public

Staff, Volunteers, Contractors/service providers, visitors and public are personally responsible for complying with this policy. Staff who are found to be in breach of this Smoke Free Policy may be subject to action being taken in accordance with the DHSC Disciplinary Policy.

Staff are also responsible for ensuring that volunteers, contractors/service providers, patients, visitors and the public comply with this policy by acting on any breaches. Staff can, where appropriate (in line with the implementation plan), politely remind individuals of the Smoke Free policy but must not enter into discussion regards its value or merits and on no account enter into an argument or debate. Should any unacceptable behaviour result this must then be reported through the correct channels. Failure to adhere to the smoking policy must also be passed on to the relevant manager of each site.

It is accepted that in exceptional circumstances (e.g. visiting a seriously ill child or terminally ill patient) it may be inappropriate to stop a visitor from smoking. In these circumstances staff should seek the advice of their line manager.

Patients

If there is a breach of the Smoke Free Policy by a patient they should be politely informed of the DHSC/Manx Care policy and be asked to refrain from smoking. Staff can politely remind individuals of the Smoke Free policy but must not enter into discussion regards its value or merits and on no account enter into an argument or debate. Should any unacceptable behaviour result this must be reported through the correct channels. Failure to adhere to the smoking policy must also be passed on to the relevant manager of each site.

It is accepted that in exceptional circumstances (e.g. terminally ill patient) it may be inappropriate to stop a patient from smoking. In these circumstances staff should seek the advice of their line manager.

TRAINING AND AWARENESS

Staff and Volunteers

Staff and Volunteers will be informed of the requirements of this policy through the following mechanisms:

Recruitment processes including job advertising, job descriptions, interviews, employment contracts, intranet and induction programme

In-service training programmes including Health & Safety and Fire Safety Awareness training.

Communications via regular newsletters, team briefs, messages in payslips, posters and leaflets on staff noticeboards, intranet, Partnership Forum, line managers, extensive signage on sites including the main entrances to promote the smoke free message and roadshows across the DHSC/Manx Care sites.

Department of Health and Social Care smoke free policy

PATIENTS AND PUBLIC

Patients and the public will be made aware of this policy through the Isle of Man Government communications processes via the internet, press/media, signage on sites in particular around main entrances, noticeboards, information contained within pre-admission correspondence across the DHSC/Manx Care sites, extensive signage on sites including the main entrances to promote the smoke free message.

REVIEW

This Policy will be reviewed in accordance with the progress of implementation of the actions contained within the Isle of Man Government's Tobacco Control strategy, or sooner, as required

Isle of Man Free Stop Smoking Service

Information about stopping smoking can be obtained by contacting the Quit4You team on 642404 or emailing quit4you@gov.im

Quit4You is an island-wide free stop smoking service which provides help and support to anyone who wishes to stop smoking. Confidential appointments with Quit4You advisers are available in a range of locations.

Further information and advice can be found at the attached link:

<http://www.gov.im/quit4you>

HYWEL DDA UNIVERSITY HEALTH BOARD Database No: 293 Page 9 of 15 Version 3.0
Smoke Free Policy