



Managers' guide

**No smoking
policy**



This is a summary manager's guide to our 'No Smoking Policy'.

As an employee of the National Waiting Times Centre (NWTC), all staff and managers have a responsibility to ensure this policy is effectively implemented across our site. This guide should be read in tandem with the Staff Guide to our No Smoking Policy.

What is our policy?

Smoking is not allowed on the grounds or in the premises of the Golden Jubilee National Hospital the hotel and conference centre or the research and clinical skills facility. This includes eCigarettes and Smokeless Cigarettes.

This means that smoking is not permitted in:

- any buildings, doorways or main entrances;
- the car park and grounds of our site;
- vehicles used for NHS business e.g. patient transport, lease cars and vans, including Beardmore Hotel Vehicles.

In line with our No Smoking Policy, staff are also not permitted to smoke while in uniform. This applies to both NHS and Beardmore Hotel uniforms.

This policy applies to everyone working for or with the NWTC, including:

- all employees, regardless of position or grade;
- contractors, students, voluntary staff and personnel with honorary contracts;
- all patients; which includes in patients, out patients and day patients;
- all visitors or people whose work, study or personal circumstances bring them into the NWTC.

Managers' Responsibilities

As a manager/supervisor at the NWTC, it is your responsibility to:

- ensure all employees for whom you are responsible are made aware of the No Smoking Policy;

- ensure employees in your team have access to the policy;
- ensure adherence to the policy and special effort by individuals and teams is acknowledged, encouraged and reinforced;
- ensure staff are fully aware of and comply with the provisions of the No Smoking Policy, identifying and dealing with issues which arise in a fair, consistent, confidential, timely and supportive manner;
- offer support to any member of staff who may wish to stop smoking;
- ensure that the policy is adhered to in your area of responsibility;
- handle any breaches of the policy in a thoughtful and considerate manner, as appropriate within the terms of the Managing Employee Conduct Policy and in line with our organisational Values; and
- seek advice from the Human Resources Department (HR) where necessary and appropriate when dealing with issues relating to the breaches of the No Smoking Policy.

How do I deal with an employee breaching this policy?

If a member of staff does not adhere to this policy, you should follow the steps below.

Breaches of our No Smoking Policy

- The Human Resources Department will monitor any breaches in the policy and provide managers with the necessary support to apply the policy effectively.
- Staff reported for smoking on or in the NWTC premises will, in the first instance, be offered support to stop smoking.
- Subsequent breaches of smoking on or in the premises will initiate staff being investigated under the Employee Conduct Policy.



Datix Incident reporting system will be used as a tool to monitor all reported incidents of breach of this policy. For more information, please contact our Health and Safety Officer, David Wilson by emailing **David.Wilson@gjnh.scot.nhs.uk**.

Possible consequences of any breach in policy are as follows:

- First breach/recorded breach will result in the member of staff being reminded of the policy and offered support to stop smoking via occupational health.
- Second recorded breach, the member of staff is issued with a first written warning.
- Third recorded breach will result in the member of staff being issued with a second final written warning.
- Fourth recorded breach will result in dismissal.

For further information on the official procedures for reporting an individual for smoking and the possible disciplinary consequences of smoking on our grounds, please see the official Procedure flowchart on page 5.

Can I get help to stop smoking?

If an employee wishes to stop smoking, cessation advice and support is available from the Occupational Health Department.

Ward staff will be able to give patients information on how to access support on stopping smoking.

What do I do if a member of the public is smoking?

- If it is appropriate and you are comfortable doing so, politely advise the individual that the NWTC is a SmokeFree environment and that anyone wishing to smoke must do so beyond the entrance to the hospital and hotel car parks (including eCigarettes and SmokeFree Cigarettes).
- Remind them that as the home of regional and national heart and lung services for the NHS in Scotland, this is for the direct health and safety of our patients and staff.

- If the individual says no, or you feel in any way intimidated, please inform Security by calling extension 5116.
- If the individual is aggressive or threatening towards any member of our staff, patients or the public, Security will contact the Police, who will be brought in to address the situation.
- Please note that any incidences of aggression or violence should also be reported to the Datix Administrator.

Useful sources to help you stop smoking:

Occupational Health
Department: 0141 951 5436.

Starting Fresh – Pharmacy support service: contact your local Pharmacy for more information.

Smokeline: 0800 84 84 84 or
www.CanStopSmoking.com
www.smokefree.nhs.uk

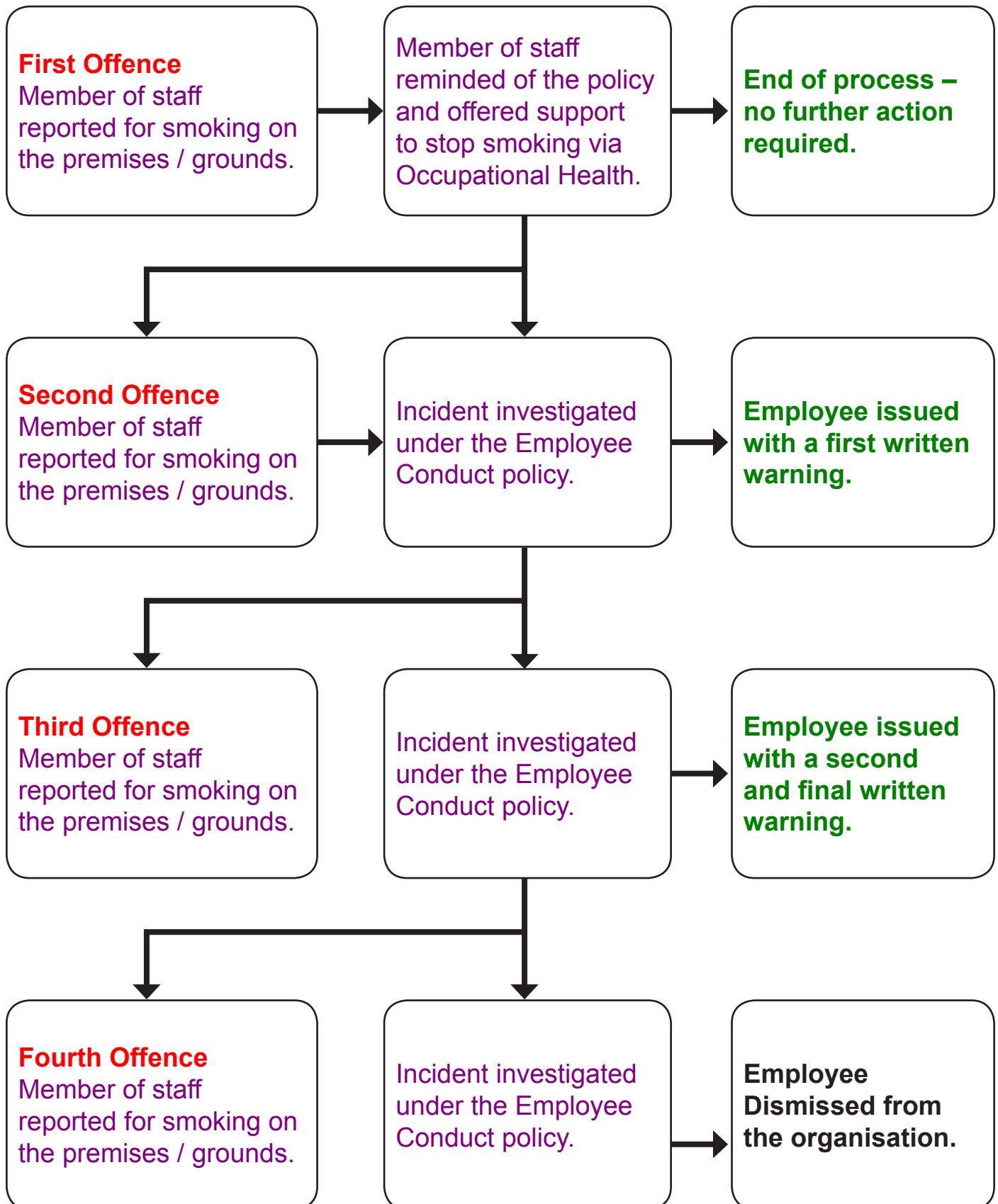


We are proud to provide a smoke free environment.



Smoking is not permitted anywhere in the hospital or on our grounds.

No Smoking Procedure Flowchart



Please note that the right to appeal exists at all stages of the formal procedure. Staff also have the right to be accompanied by a personal representative or work colleague.

Name and department (optional):

Comments/questions:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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Tha gach sgrìobhainn againn rim faotainn ann an diofar chànanan, clò nas motha, Braille (Beurla a-mhàin), teip claidinn no riochd eile a tha sibh airson a thaghadh.

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