Staff guide

No smoking policy

This is a summary staff 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.

Why do we have a no smoking policy?

The Smoking, Health and Social Care (Scotland) Act 2005 came into effect on 26 March 2006, making it illegal to:

- smoke in or on any no smoking premises;
- knowingly permit others to smoke in or on no smoking premises;
- fail to display appropriate signage;
- not co-operate with enforcing officers.

Tobacco remains a major, preventable, cause of ill health and premature death in Scotland.

The purpose of the Act is to protect workers, and the general public, from the harmful effects of passive smoking.

The Golden Jubilee National Hospital, Beardmore Hotel and Conference Centre and the Beardmore Centre for Health Science are proud to provide a smoke free environment for the benefit of our patients, customers, visitors and staff.

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.

Responsibilities and support

As an employee of the NWTC, we all have responsibilities to ensure this policy is effectively implemented across the site.

Employees:

As an employee of the NWTC, it is your responsibility to:
- comply with the policy as part of your terms and conditions of your employment;
- provide full support to patients, visitors and colleagues to ensure that we are providing a smoke free environment.

Staff side representatives:

Staff side representatives have a responsibility to:
- provide advice and support to their members, ensuring that the policy is applied appropriately.

Occupational Health:

Our Occupational Health Department will:
- provide advice and support for employees who wish to stop smoking.
- organise health promotion awareness days.

Managers/Supervisors:

As a manager at the NWTC, it is your responsibility to:
- 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.

Human Resources:

It is the role of the Human Resources Department to:
- provide managers with any necessary support to apply the policy effectively; and
- monitor any breaches of the policy.

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 6.

Ask patients and visitors to respect our policy

As an employee of the National Waiting Times Centre, all staff have a responsibility to help ensure that this policy is adhered to protect themselves, staff and others from the effect of environmental tobacco smoke.

What do I do if someone 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.

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.
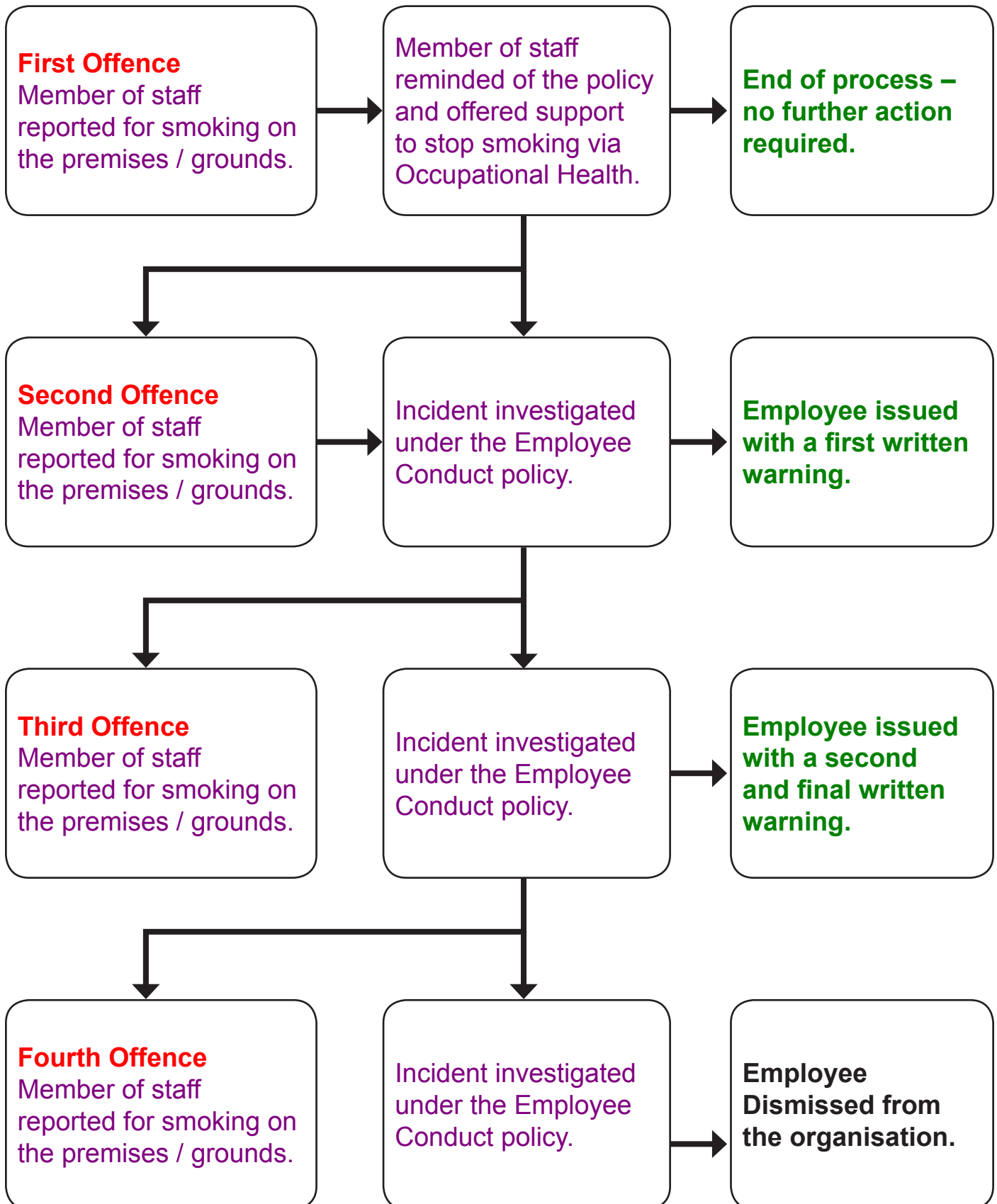
Useful sources to help you stop smoking:

Occupational Health Department: 0141 951 5436

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

Smokeline: 0800 84 84 84
www.smokefree.nhs.uk

No Smoking Procedure Flowchart

First Offence
Member of staff reported for smoking on the premises / grounds.

→ Member of staff reminded of the policy and offered support to stop smoking via Occupational Health.

→ **End of process – no further action required.**

Second Offence
Member of staff reported for smoking on the premises / grounds.

→ Incident investigated under the Employee Conduct policy.

→ **Employee issued with a first written warning.**

Third Offence
Member of staff reported for smoking on the premises / grounds.

→ Incident investigated under the Employee Conduct policy.

→ **Employee issued with a second and final written warning.**

Fourth Offence
Member of staff reported for smoking on the premises / grounds.

→ Incident investigated under the Employee Conduct policy.

→ **Employee Dismissed from the organisation.**

Please note that the right to appeal exists at all stages of the formal procedure.

Tell us what you think...

We want to hear your views. If you would like to comment on any of the issues featured in this booklet, please complete the form below and return it to: Communications Department, NHS National Waiting Times Centre, Golden Jubilee National Hospital, Clydebank. You can also e-mail us at: **comms@gjnh.scot.nhs.uk**.

Name and department (optional):

Comments/questions:

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