



Title:	<b>Smoke Free Policy</b>		
Author(s)	Bryan Snoddy, Mary Crawford		
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## 1.0 INTRODUCTION

The DHSSPS Ten Year Tobacco Control Strategy for N Ireland (2012) aspires, by 2020, to reduce the proportion of adults smoking to 15% and ultimately to create a tobacco-free society. The NIAS Smoke Free Policy reflects the goals of the Public Health Agency's Strategy to reduce smoking prevalence, to tackle the underlying causes of poor health, reduce health inequalities and to make healthier choices easier.

This Policy is to ensure that the Northern Ireland Ambulance Service (NIAS), herein referred to as the Trust, complies with Smoke Free legislation – The Smoking (Northern Ireland) Order 2006(the Order) and The Smoke Free (Exemptions, vehicles, Penalties and Discounted Amounts) Regulations (Northern Ireland) 2007.

This Policy is supported by "Guidance for Managers and Staff. (See Appendix 1).

## 2.0 PURPOSE

The Health and Safety at Work Order (NI) 1978, requires employers to ensure the health, safety and welfare of employees. Exposure to second hand smoke increases the risk of lung cancer, heart disease and other illnesses. The introduction of Smoke Free legislation in April 2007 was a major step forward in protecting people at work, and the general public, from secondhand exposure to the numerous harmful chemicals in tobacco smoke. This clearly demonstrates that health improvement is a key aim of the DHSSPS and a reduction in smoking prevalence and exposure will contribute greatly towards this goal.

This Smoke Free Policy seeks to guarantee Ambulance Service employees and those who access Ambulance facilities and services, the right to air, free of tobacco smoke which contains a class "A" carcinogen. The Trust has worked in partnership with management and Trade Unions in developing this policy.

## 3.0 OBJECTIVES

This document aims to:

- protect and improve the health of staff, visitors and contractors by countering the health risks caused by tobacco smoke
- recognise a person's right to be protected from harm and to enjoy smoke free air
- reduce the risks to health from exposure to second-hand smoke
- Contribute to the saving of lives over the next decade by reducing exposure to hazardous second-hand smoke
- Increase the benefits of smoke free enclosed public places and workplaces for people trying to give up smoking so that they can succeed in an environment where social pressures to smoke are reduced
- assist staff who wish to stop smoking

- Sensitively manage people who smoke.

#### **4.0 INTRODUCTION OF A SMOKE FREE POLICY**

The Policy takes account of:

- The Smoking (Northern Ireland) Order 2006, which established a comprehensive control on smoking in enclosed workplaces and public places by April 2007
- The employers' obligations under the Health and Safety at Work (Northern Ireland) Order 1978 – Article 4 states that employers “have a duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees”
- This policy replaces the NIAS Smoke Free Workplace Policy of 2007.

This Policy designates all Trust workplaces, buildings, exits and entrances and Trust-owned vehicles and grounds as Smoke Free areas from 9 March 2016. This demonstrates the Trust's commitment to the provision of a Smoke Free environment to help ensure the health, safety & welfare of staff and visitors.

#### **5.0 IMPLICATIONS FOR NORTHERN IRELAND AMBULANCE SERVICE TRUST FACILITIES AND VEHICLES**

**For staff/ visitors/ contractors the policy means:**

- NIAS Trust employees are not permitted to smoke anywhere on sites owned or operated by NIAS including all buildings, doorways/entrances, grounds, car parks and Trust vehicles
- Visitors /contractors are not permitted to smoke anywhere on sites owned or operated by NIAS including all buildings, doorways/entrances, grounds, car parks.

#### **6.0 OTHER ISSUES RELATING TO THE SMOKE FREE POLICY**

The existence of a Smoke Free policy within Trust premises will be documented in recruitment, advertising literature, appropriate Trust stationery eg appointment letters, and appropriate electronic communication systems. It will form part of staff induction procedures together with information on support available for those who wish to stop smoking.

Job advertisements and job descriptions will continue to include reference to the Smoke Free Policy and indicate that the adherence to the Smoke Free Policy will be contractual.

Smoking cessation support will be made available to staff.

#### **7.0 BREACHES OF THE POLICY**

Any employee who breaches the Smoke Free Policy may be subject to NIAS Trust's Disciplinary Procedures

If a member of NIAS staff is aware that a member of the public or a visitor is contravening this Policy they should draw it to the attention of the individual and ask them to comply or to leave the premises.

## **8.0 ROLES & RESPONSIBILITIES**

The overall responsibility for the implementation of this policy lies with the Chief Executive.

The Chief Executive has delegated authority for this policy to Director of Operations. They will be responsible for the implementation and monitoring of the policy within the Trust.

Assistant Directors/Department Heads are responsible for implementing the policy within their area of responsibility and coordinating support for those staff wishing to cease smoking.

All NIAS employees have a responsibility to ensure compliance with, and implementation of, this Policy. They should comply with the policy and report any breaches.

## **9.0 SCOPE OF THE POLICY**

This policy applies to all staff, visitors and contractors and all NIAS owned or operated premises and vehicles.

The use of e-cigarettes and vaping is similarly prohibited under this policy.

## **10.0 COMMUNICATION**

Staff and visitors to Trust facilities will be made aware of the Trust's Smoke Free status through a range of communication tools and methods:

- The Trust website will provide staff with information and updates on the Policy
- Media coverage and Smoke Free signage will ensure that patients, visitors and the public are aware of the Smoke Free status in the Trust

## **11.0 MONITORING**

This policy will be monitored by Director of Operations via the Facilities and Support Group and will be reviewed every two years.

## **12.0 EQUALITY & HUMAN RIGHTS CONSIDERATIONS**

This policy has been screened in accordance with the Trust's requirement for Equality Impact Assessment and is available on request from Trust Headquarters. This policy has been developed by the NIAS Trust Smoke Free Implementation Group which is made up of a range of stakeholders including representatives from Trust Directorates, and Trade

Unions.

The Trust has also been working along with the Public Health Agency and other Health & Social Care Trusts in the development of this policy. The Policy has been presented and endorsed by the Senior Executive Management Team and the Trust Board.

## 13.0 IMPLEMENTATION OF THE POLICY

### Dissemination

This policy will be disseminated to staff and will be included on the Trust's intranet site.

### Resources

- Funding will be required for implementation of this policy and some financial support has been provided by the Public Health Agency.
- A range of specialist smoking cessation services including individual and/or group support is available for staff who wish to stop smoking
- Staff can access stop smoking services for support to help them quit smoking.

### Exceptions

There are no exceptions to this policy.

## 14.0 CONSULTATION PROCESS

Smoke Free Implementation Group, Senior Managers, Senior Executive Management Team

## 15.0 EQUALITY STATEMENT

In line with duties under Section 75 of the Northern Ireland Act 1998; Targeting Social Need Initiative; Disability Discrimination Act 1995 and the Human Rights Act 1998, an initial screening exercise, to ascertain if this policy should be subject to a full impact assessment, has been carried out.

The outcome of the screening exercise for this policy is:

- |                     |                                     |
|---------------------|-------------------------------------|
| <b>Major impact</b> | <input type="checkbox"/>            |
| <b>Minor impact</b> | <input checked="" type="checkbox"/> |
| <b>No impact.</b>   | <input type="checkbox"/>            |

## 16.0 SIGNATORIES

\_\_\_\_\_  
**Lead Author**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Lead Director**

**Date:** \_\_\_\_\_

## **APPENDIX I**

### **Guidance for Managers and Staff**

The Northern Ireland Ambulance Service Trust Smoke Free Policy applies to all staff. It has been developed by the Implementation Group, and has been endorsed by the Trust's Senior Executive Management Team. This guidance has been developed to support managers and staff to ensure consistent application of the Policy.

### **General Guidelines**

- Staff may only smoke during designated breaks in line with the current Trust arrangements
- Staff who experience difficulty in adjusting to the Smoke Free Policy should:
  - Discuss the issue with their immediate line manager
  - Access further support through the Smoking Cessation Services

### **NON-COMPLIANCE**

If a member of staff sees someone contravening the policy, it is suggested that the following actions be taken, in a polite and courteous manner:

- Draw the individual's attention to the "no smoking" signs
- Explain that the Trust is implementing a Smoke Free policy to ensure a safe working environment for everyone
- Advise on the stop smoking service available to staff and give leaflet if appropriate
- Staff are not expected to get involved in conflict situations in order to enforce the policy
- Any difficulties with implementation of the policy should be reported to the relevant line manager
- The Trust includes E cigarettes in their Smoke Free Policy and their use is prohibited on sites owned or operated by NIAS including all buildings, doorways/entrances, grounds, car parks and Trust vehicles.

**9 February 2016**