



**H&S 034: Service Smoking Policy
Effective Date : 1st April 2015**

Recent Author: Tony Wigram	Original Date of Document Initial Issue 1993 (HR PPG)
Policy Manager: Head of Health and Safety	Other Key Stakeholders: Chief Executive, Director of Human Resources
This document replaces: HS 034 V4 No Smoking Policy	Consultation & Approval: Health and Safety Committee, Policy Review Group, National Partnership Forum, Staff Governance Committee.
Notification of Policy Release: Intranet/Internet	Equality Impact Assessment: TBC
Date of Issue: April 2015	Date of next review: April 2017
Version: V5	

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Introduction

As a Special Health Board of the NHS in Scotland we acknowledge that smoking is a major contributor of illness and premature death.

One in two long term smokers will die prematurely as a result of smoking, half of these in middle age. Most die from one of the three main diseases associated with cigarette smoking

- Heart disease
- Lung, nasal, and throat cancer
- Chronic Obstructive Airways Disease

The above risks are not just restricted to smokers and medical evidence now confirms that non-smokers have an increased likelihood of being affected by any of the above listed health problems as a result of passive smoking.

The aim of this policy is to help reduce the number of employees who smoke and to assist those seeking to stop smoking and to ensure compliance with the relevant statutory instruments (e.g.: The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006)

Smoking affects both the smoker and non-smoker within the place of work and ultimately the employer. It contributes to the following:

- Loss of key staff due to death and major illness / disability
- Increased absenteeism due to smoking related illness
- Additional responsibility / workload placed on other employees
- Lower productivity
- Increased risk of fire and subsequently increased fire premiums
- Lower staff morale

As a responsible employer within the NHS the Scottish Ambulance Service recognises the impact that smoking has on health and welfare of employee's

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Scope.

All Departments / Directorates.

This policy applies to all staff, patients, contractors and visitors to Scottish Ambulance Service premises.

Policy Statement

It is the objective of this policy to protect the health, safety and welfare of all employees' and provide a safe and pleasant working environment.

As an integrated part of the NHS the Scottish Ambulance Service recognises that smoking related illness is preventable and as an organisation will operate a smoking ban within all of its buildings, premises and vehicles.

It is recognised that some members of staff may still wish to smoke and designated areas may be identified outwith buildings and the grounds of each locality (if available).

Vehicles Buildings and Grounds

Smoking will not be permitted in any building, vehicle, or aircraft, or on Service property

Where an employee is using his/her own car on official business to transport employees or non-employees, smoking shall not be permitted for the duration of the journey.

Whilst on service business employees in receipt of a lease car may not smoke in the vehicle.

Home Visits

Employees of the Scottish Ambulance Service are required to deal with members of the public within their own homes and/or the buildings of other organisations during their working duty. Members of staff must not compromise those persons or organisations they are visiting by asking if they may smoke.

Staff may request patients and others not to smoke whilst attending patients in their own home, staff should make a dynamic risk assessment prior to the

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request as such a request may lead to increased tension, and as such may increase the likelihood of a violent incident.

Non-Employee Groups

All visitors and contractors to Scottish Ambulance Service buildings will be made aware of the Smoking Policy. All visitors/contractors are required to cooperate in ensuring that these rules are observed for the duration of their visit.

Shared Premises

Where Service staff work on locations not owned by the Service they must comply with the host's policy on smoking (eg NHS 24).

Where other employers share our sites they must comply with our no smoking policy

E- Cigarettes/ Vaping

NHS Scotland does not encourage people to use e-cigarettes. This is because their safety is not regulated and it is not yet clear from studies how well they actually work. Also, the exact ingredients within them are not regulated or known. These seem to vary widely depending on the different e-cigarette products on the market.

For the purposes of this policy any "vaping" product will be treated as a tobacco product and their use prohibited in the same way as smoking

Recruitment

All potential employees are notified of the Smoking Policy within the content of the recruitment information pack.

Compliance

All employees are expected to comply with this policy in exactly the same way as any other policy or safety rule designed to protect the health and welfare of staff.

Any complaints or breaches of the policy will be investigated by an appropriate Manager responsible for that locality and could lead to disciplinary action being taken.

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Support for Staff who Smoke

It is acknowledged that the Smoking Policy and the restrictions may cause difficulty to staff who currently smoke. The Service wishes to provide all the assistance it can to help staff who wish to stop their smoking habit. This will include:

- Information about local smoking cessation groups
- Occupational Health Service for advice and assistance.
- Periodic campaigns to encourage smokers to stop and to publicise the support available
- Healthy Working Lives Campaign

Roles and Responsibilities

Local Managers

Must ensure that staff comply with this policy.

Must ensure that signage (as defined by The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006) is prominently displayed on all ambulance cars, ambulances, service vans, first responder vehicles and all buildings.

The manager in control of the premise may be personally liable to a fine if they allow smoking to continue in ambulance service premises.

Employees, Visitor, Contractors

Must not smoke inside any building or vehicle as specified above

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**Scottish Ambulance Service - Directorate of Human Resources and Organisational Development
Management of Health and Safety
H&S 034: Service Smoking Policy**

Review History

Issue No	Reason for review and brief description of changes made	Effective Date
1	Initial Issue 1993 (HR PPG)	
2	New PPG following implementation of The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006	20/03/06
2	Desktop review Aug 08. No changes	
3	Reviewed Main Safety committee Aug 09 – no changes bar formatting	12/10/09
4	Updated stats and cessation information	Dec 11
5	Update for CEL (1) 2012 and e cigarettes	1/4/2015

Owner: T.Wigram	Version No: 5	Doc & page: Smoking	Review arrangements: 3 yearly
Date of Release: Dec 14	Date Intranet Posting: Dec 14	Implementation: Dec 14	Approved by: Health safety and welfare comm
PFPI Checklist (available from W Mason): Assessed as meeting the National Standards for Community Engagement checklist (Communities Scotland)			
Risk and Equality & Diversity Impact Assessment (available from A Tobin and Risk Manager): No adverse impact has been detected - but under continuous review.			
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