NO SMOKING POLICY

INTRODUCTION

The following policy prohibits smoking within Hospice buildings, gardens and vehicles by staff and volunteers. Only patients and their visitors can smoke within designated smoking rooms within the Hospice buildings.

AIM OF POLICY

Pilgrims Hospices in east Kent recognises that it has a legal duty to protect staff and volunteers from the effects of passive smoking, and as a provider of healthcare services, it has a responsibility to promote good health for all those within our Hospice.

In order to carry out this responsibility the Hospice believes that it has a duty to help prevent the proven adverse effects of smoking and passive smoking on health. It is recognised that it is inappropriate to attempt to change the long established habits of patients in the latter stage of their lives.

The actions of staff and volunteers are key factors in projecting the image of the Hospice. It is, therefore, vital that the good reputation of the Hospice is maintained by staff and volunteers setting a good example to others by not smoking.

RESPONSIBILITIES

a) Staff and Volunteers

Staff employed by the Hospice and volunteers or others working within the Hospice but employed by another organisation will not be permitted to smoke whilst within the Hospice buildings (including any building, shop or premises used by the Hospice) or in the gardens of the 3 Hospice sites.

Staff and volunteers may smoke outside the Hospice (including any building, shop or premises used by the Hospice) in a discreet area, i.e. not in front of the entrances or adjacent to a Hospice building. The Hospice wishes to discourage taking smoking breaks when carrying out your work either as a member of staff or as a Hospice volunteer. Volunteers who leave their duties in order to smoke must inform the Volunteer Coordinator or Administrator (or, failing this, their fellow volunteers).

Members of staff who leave their duties in order to smoke must inform their Line Manager.

Staff and Volunteers must not smoke when using their own car or a Hospice vehicle whilst undertaking Hospice duties and carrying passengers.

b) Patients

Patients will not be allowed to smoke in the buildings within the 3 Hospice sites other than in the designated smoking rooms with the knowledge and agreement of the nurse in charge. The location of the designated smoking rooms are listed at the end of this policy.

Patients may smoke in the gardens and grounds of the Hospice.
It is hospice policy not to use the smoking day room as a bedroom.

c) Carers and Visitors

Members of the public and others visiting our patients may require the opportunity to meet or to take time alone in the Hospice gardens and grounds. Therefore, acknowledging their situation, they are allowed to smoke on the grounds of the Hospice but not in the Hospice buildings, unless with a patient in the designated smoking room. Patients and their visitors may smoke in the designated smoking rooms if they are over 18.

d) Contractors

It is important that all outside contractors working for the Hospice comply with this policy. This should be part of the contractual agreement between the contractors and the Hospice.

e) Participants in Education Courses & Training Events

Those attending Study Days, courses and training events will be required to comply with the conditions stated within this policy for staff and volunteers.

f) Other Hospice Events

From time to time the Hospice organises special events which attracts large groups of people e.g. Summer Fairs and Garden Parties. During these events visitors may smoke within the gardens and grounds outside the Hospice.

IMPLEMENTING THE POLICY

a) Staff and Public Awareness

To ensure that all staff, volunteers, patients and public are aware of the policy, appropriate signs will be used. The public should be aware, when entering Hospice buildings (including any building, shop or premises used by the Hospice) and cars, that it is a no smoking zone.

b) Disciplinary Procedure

The Hospice recognises that some staff will not be able to give up smoking. The policy aims to encourage staff to stop smoking and employs sanctions only as a last resort. However, disciplinary action will be taken against staff who disregard this policy.

c) At no time will staff or volunteers be permitted to enter the designated smoking rooms whilst a patient is smoking unless in an emergency. If the situation is deemed to be unsafe the patient may not be allowed to smoke.

d) Day Hospice patients or patients attending Hospice support services. Clients attending the Hospice for these services will be considered as patients for the purposes of this policy.

e) Employment Policy

The Hospice’s no smoking policy should be made clear to prospective employees and volunteers. Any person unable to comply with this policy should not be engaged. Any concerns or questions regarding this policy should be addressed to the HR Manager in the first instance.
LOCATION OF DESIGNATED SMOKING ROOMS

The following are the designated smoking rooms within each of the Hospices sites:

<table>
<thead>
<tr>
<th>Hospice</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ashford</td>
<td>When entering the on the ward, to the left of the nurses station 20 yards along the corridor.</td>
</tr>
<tr>
<td>Canterbury</td>
<td>When entering the reception doors from outside, immediately to the right.</td>
</tr>
<tr>
<td>Thanet</td>
<td>Situated between the lift and the patients' sitting room area</td>
</tr>
</tbody>
</table>

LEGAL REFERENCES:

Health Act 2006
The Smoke-free (Exemptions and Vehicles) Regulations 2007
The Smoke-free (Premises and Enforcement) Regulations 2006

<table>
<thead>
<tr>
<th>Lead and Author</th>
<th>Head of Human Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>April 2010</td>
</tr>
<tr>
<td>Policy Version No</td>
<td></td>
</tr>
<tr>
<td>Policy application</td>
<td>Hospice wide</td>
</tr>
<tr>
<td>Approving body</td>
<td></td>
</tr>
<tr>
<td>Review</td>
<td>April 2012</td>
</tr>
</tbody>
</table>