

Document Details		
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Local Ref (optional)		Version 2.1
Main points the document covers		The policy describes the process and guidance on the restrictions for smoking on Trust property.
Who is the document aimed at?		All staff, visitors and patients
Owner		People Services
Approval process		
Who has been consulted in the development of this policy?		Managers, Occupational Health, Health & Safety, JNP, People Services
Approved by (Committee/Director)		People Committee
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Lead Director		Chief People Officer
Category		Workforce
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Other		No
Amendments History		
No	Date	Amendment
1	July 2015	Revision of Policy
2	July 2018 Version 2	3 yearly review of policy – format and renumbering throughout. Inclusion of new sections on responsibilities, and definitions. Additional paragraphs added to introduction, use of e-cigarettes and personal vaporisers, community visits, shared workspace and breaks.
3	June 2022 Version 2.1	Review of policy – legislation is still current and no amendments made.
4	February 2025	Updated to reflect current national guidance (NICE PH48, NHS England) and to include compliance by employees, patients and visitors.

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1 Introduction

- 1.1 Shropshire Community Health NHS Trust (SCHT) is committed to providing a safe, healthy, and smoke-free environment for staff, patients and visitors. Exposure to second-hand smoke (also known as passive smoking) poses serious health risks, including lung cancer, respiratory conditions, and cardiovascular disease.
- 1.2 Under the Health Act 2006, the Smoke-free (premises and Enforcement) Regulations 2006, and NHS Smoke-Free Regulations, all NHS sites must be completely smoke-free.
- 1.3 The National Institute for Health and Care Excellence (NICE) guidance recommends promoting smoke-free environment and supporting tobacco cessation.
- 1.4 This Policy ensures that SCHT remains fully compliant with national regulations while supporting the health and wellbeing of all employees, patients and visitors.

2 Purpose

- 2.1 This policy is intended to:
 - Maintain a 100% smoke-free environment across all Trust premises, including buildings, grounds and vehicles.
 - Extend smoke-free regulations to e-cigarettes (vaping), heated tobacco products, and other nicotine delivery systems.
 - Provide support and resources to help staff and patients quit smoking or using nicotine products.
 - Ensure compliance with all relevant legislation.

3 Scope

- 3.1 This policy applies to:
 - **All employees**, including agency, bank and contract staff.
 - **All patients, visitors and contractors** while on Trust premises.
 - **All Trust sites** including buildings, grounds, car parks and Trust owned or leased vehicles.
 - Community settings where Trust staff provide services.

4 Roles and responsibilities

4.1 Trust

- Responsible for enforcing this policy to provide a safe and healthy environment.
- Ensures compliance with the Health and Safety at Work Act 1974, Health Act 2006, NHS smoke-free regulations and NICE PH48 Guidance.

- Takes appropriate action against non-compliance, which may include disciplinary procedures.

4.2 Managers

- Communicate and enforce the policy within their teams.
- Ensure staff, visitors and contractors adhere to the smoke-free requirements.
- Ensure staff are aware of the smoke free policy during their induction.
- Provide guidance on support available for those wishing to quit smoking.

4.3 Employees

- Ensure compliance with this policy.
- Refrain from smoking or vaping on any Trust premises, including outdoor areas and car parks.
- Encourage patients and visitors to respect the smoke-free policy, by asking patients and visitors to cease smoking on Trust premises in circumstances which they feel comfortable to do so.
- Report policy breaches to their manager.

5 Definitions

Word	Definition
Smoking	The inhalation of the smoke of burning tobacco encased in cigarettes, pipes, and cigars.
E-cigarette/Vaping	The use of electronic cigarettes (e-cigarettes), which generate vapor from e-liquids.
Heated Tobacco Products	Devices that heat, rather than burn, tobacco, producing a vapor for inhalation.
Smoke-free environment	An area where smoking, vaping, and heated tobacco use are prohibited to ensure a healthy environment.

6 Smoking, Vaping and Heated Tobacco Use

6.1 Smoking, vaping and heated tobacco products are strictly prohibited:

- In all Trust buildings, including hospitals, clinics and offices.
- In all Trust grounds, including car parks and entrances.
- In Trust-owned or leased vehicles.

6.2 Use of Electronic Cigarettes

6.2.1 Although e-cigarettes are not covered by smoke-free legislation, their use is prohibited on all Trust premises, as per NHS England Guidance.

- 6.2.2 When working at home, the same policy applies around smoking or vaping in work. When attending meetings via Teams, employees should maintain the same professional standards as they would if they were attending the meeting face-to-face.

6.3 Breaks

- 6.3.1 Staff are not permitted additional breaks for smoking.
- 6.3.2 If staff wish to have smoking breaks throughout the day, they will need to agree with their manager how they split their agreed break periods.
- 6.3.3 Smoking off-site should be done discreetly and away from Trust premises and neighbouring properties.

6.4 Uniform

- 6.4.1 Staff must not smoke (including e-cigarettes and vaping) with ID badges in situ or when in uniform, even if their uniform is covered.

7 Home care treatments and community visits

- 7.2 Staff working in the community should remind patients that whilst they are delivering care within the patient's home this forms their workplace and that the patient should refrain from smoking. If patients refuse or persist the staff member should seek the advice of their line manager.
- 7.3 Where patients or other occupants do not respect this request, the line manager should arrange an alternative venue for the appointment where practicable.

8 Shared workspaces

- 8.1 Where Trust staff work in shared workspaces, they will need to ensure that they follow the policy of the building operator, and in all cases, they will need to ensure that they meet the requirements of the Health Act 2006.

9 Support for Staff and Patients

9.1 Support available

The Trust is committed to supporting staff who want to quit smoking. All NHS Staff can access the following resources:

- **NHS Stop Smoking Services:** Free counselling, nicotine replacement therapy (NRT), and prescription medications. Further information can be found on the following link: [NHS stop smoking services help you quit - NHS](#)
- **Online and Mobile Resources:** Access to NHS approved quit smoking apps and helplines.

10 Time off for Smoking Cessation

- 10.1 The Trust would expect where possible for appointments to be arranged outside, or at the beginning or end of the employee's working day. However, we recognise that this is not always possible. The Trust will support time for appointments, however, asks that the employee arranges to work back the time taken following a discussion with their line manager.

11 Implementation and Compliance

- 11.1 Managers have a responsibility to ensure that the policy is enforced.
- 11.2 Managers and supervisors will be responsible for implementing the policy in their own area. Failure by any employee to comply with the policy may lead to disciplinary action.
- 11.3 Visitors and patients violating the policy will be reminded of the rules and asked to stop immediately.
- 11.4 Persistent non-compliance by patients may result in care being relocated to an alternative setting.

12 Review

- 12.1 The rules and operation of this policy and procedure will be periodically reviewed (at least every 3 years) in light of any developments in employment legislation or employee relations' practice and, if necessary, revised in order to ensure their continuing relevance and effectiveness. Any amendments will be introduced only after consultation with staff-side representatives.