



**Coventry and
Warwickshire**
Integrated Care Board

Smoke Free Policy

Reference Number:	This will be applied to all new ICB-wide PPSs by the Governance and Corporate Affairs Team and will be retained throughout its life span.
Version:	Version 1.0
Name of responsible Committee and date approved or recommended to Integrated Care Board Board:	Audit Committee
Date approved by the Integrated Care Board (if applicable):	1 July 2022
Next Review Date:	1 April 2024
Expiry Date:	1 October 2024
Name of author and title:	
Name of reviewer and title:	
Department:	Corporate Office

VERSION HISTORY

Date	Version	Changes made to previous version	Consulting and Endorsing Stakeholders, Committees / Meetings / Forums etc.
Jan 23	1.1	Addition under 'Department Head/Line Manager Responsibility mention of time off for smoking cessation appointments.	People Committee – Dec 23

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1. Introduction

This document sets out NHS Coventry and Warwickshire Integrated Care Board ('the ICB') approach to provide adherence in line with National smoking regulations. Below is a link provided by Smoke free England NHS that explains the different Smoke free regulations; <http://www.smokefreeengland.co.uk/thefacts/the-regulations.html>

- Smoking is a major cause of illness and early death and the government is taking active measures to decrease smoking behaviour by reducing the number of public areas in which smoking is permitted. On 1st July 2007, the Government introduced a new law to make virtually all enclosed public places and workplaces in England smoke free. A smoke free country ensures a healthier environment, so everyone can socialise and work free from passive smoke inhalation.
- The ICB has prohibited smoking its premises and is committed to assisting staff to achieve greater health through smoking cessation.

2. Purpose

The aim of this policy is to:

- Ensure that employees can work in or visit the ICB premises in a smoke free environment
- Support employees who wish to stop smoking
- Set a good example and enhance the image of the ICB through positive action
- Demonstrate adherence to the national NHS No Smoking Statement and adhere to National no smoking in line with Smoke Free Regulations 2007
- Reduce the risks for staff and visitors associated with passive smoking

3. Scope

This policy will apply to all employees. This policy also applies to all persons on the ICB's sites, including staff, volunteers, contractors, agency workers and visitors. The policy is applicable to the workplace including the ICB's premises and grounds.

4. Definitions

- Smoking is defined as 'smoking tobacco or anything which contains tobacco, or smoking any other substance', and includes being in possession of lit tobacco or of anything lit which contains tobacco or being in possession of any other lit substance in a form in which it could be smoked.

- This definition covers all forms of smoking, including cigars and pipes. Provided that the substance is lit, there is no need for it to be inhaled for it to be covered by the ban.
- For the purposes of this policy, this definition also covers all forms of electronic cigarettes. The use of electronic cigarettes is prohibited wherever smoking is prohibited.

5. Roles and Responsibilities

Departmental/Line Manager Responsibility:

The ICB has a responsibility to ensure that staff are not exposed to health risks from passive smoking at work and actively encourage good health for all employees.

- Managers will take reasonable steps to ensure that adequate arrangements are in place to enable the policy to be fully implemented in the workplace. This will include ensuring that all staff and visitors comply with the policy.
- Managers may provide their employees with appropriate support if requested (i.e advice on smoking cessation groups and, in accordance with the Special Leave Policy, line managers will support an employee to attend such appointments).
- Managers have a responsibility to ensure breaches of this policy are dealt with appropriately in accordance with the ICB Disciplinary policy.
- Managers have a duty to ensure that this policy is enforced within their area of management responsibility. This includes making new and current employees aware of this policy and dealing with employees who are in breach of this policy.
- All incidents where visitors/contractors have refused to refrain from smoking should be reported as per the Incident Reporting Policy.
- All fire hazards as a result of smoking should be reported as an incident.

Employees

- Have a duty to comply with the requirements of this policy by not smoking on any ICB premises including the grounds of the premises. All employees will, in addition to this policy, be expected to adhere to the no smoking policies of any external premises at which they are working, based or visiting. Failure to comply with this policy may result in disciplinary action.
- Employees are expected to have consideration for local neighbours. This includes avoiding smoking directly outside a neighbouring house/building, discarding cigarettes in neighbouring gardens and littering the neighbouring community.
- Employees who smoke on their breaks away from NHS premises are expected to remove their NHS identify badge.

6. Eliminating Smoking at the ICB

- Staff will **NOT** be permitted to take paid smoking breaks. Staff wanting to take smoking breaks should deduct the time taken from their contracted break in discussion/agreement with their line manager.

7. Assistance for Employees to Give up Smoking

- The ICB recognises the difficulty that employees who wish to give up smoking may face. Smokefree is an NHS initiative that has been designed to help individuals stop smoking and improve public health, the link below will enable the individual to receive free materials around stopping smoking;
<https://www.nhs.uk/smokefree/help-and-advice/local-support-services-helplines>

8. Review

The policy and procedure will be reviewed every 3 years. Where review is necessary due to legislative change, this will happen as soon as possible.

9. Right of Appeal

Any grievance arising out of the operation of these arrangements may be raised under the ICB's Grievance Procedure

Appendix 1 - Equality Impact Assessment

Department	Corporate Affairs	Name of person completing EIA	Julie Seaborne
Date of EIA	6.12.18	Accountable ICB Lead	Anita Wilson
		ICB Sign off and date	23.1.20

Piece of work being assessed Smoke Free Policy

Aims of this piece of work To provide adherence in line with National Smoking regulations

Other partners/stakeholders involved None

Who will be affected by this piece of work? All employees, of the ICB as well as work experience, students, contracted employees not directly in employment of the ICB, employees employed by other organisations who work on ICB premises and voluntary workers.

Single Equality Scheme Strand	Baseline data and research on the population that this piece of work will affect. What is available? Eg population data, service user data. What does it show? Are there any gaps? Use both quantitative data and qualitative data where possible. Include consultation with service users wherever possible	Is there likely to be a differential impact? Yes, no, unknown.
Gender	No anticipated detrimental impact on any equality group. The policy adheres to the NHS LA Standards, AFC terms and conditions. Makes all reasonable provision to ensure equity of access to all staff. There are no statements, conditions or requirements that disadvantage any particular group of people with a protected characteristic.	
Race	N/A	
Disability	N/A	
Religion/ belief	N/A	
Sexual orientation	N/A	
Age	N/A	
Social deprivation	N/A	
Carers	N/A	
Human rights	N/A	