



Highland Hospice

Policy	Approved By:	Owner:	Author:
Title: Smoking	Health and Safety Group	Head of People	Head of People

1. Policy Statement

The Board of Trustees and the Chief Executive of Highland Hospice are fully committed to ensuring, as far as reasonably practicable, the health, safety and welfare of all employees, volunteers, patients, visitors, contractors and others who may be affected by our activities.

As part of that commitment Highland Hospice operates a NO SMOKING policy for staff, volunteers, visitors and contractors in all buildings, grounds and vehicles.

2. Scope

This policy covers all Highland Hospice premises. The only exemption to this relates to patients who are allowed to smoke outside.

The policy also covers staff and volunteers providing Hospice services in other locations including patient/client homes.

3. Definitions

For the purposes of this document, references to smoking include smoking tobacco and also use of e cigarettes or vaping.

4. References

- 4.1 [Health and Safety at Work etc. Act 1974](#)
- 4.2 [The Workplace \(Health, Safety and Welfare\) Regulations 1992](#)
- 4.3 [The Prohibition of Smoking in Certain Premises \(Scotland\) Regulations 2006](#)

5. Associated Documents / Guidance

- 5.1 [Dangers of Using Oxygen Therapy Information Leaflet](#)

6. Roles and Responsibilities

Highland Hospice is committed to promoting good health for all staff and support is available for all staff who wish to stop smoking. The following sources may be accessed for advice and support:

- 6.1 Occupational Health
- 6.2 All GP Practices
- 6.3 All Community Pharmacies

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7. Guidelines for Patients

Patients who wish to smoke are asked to do this in outside areas, taking patients and visitors in other rooms/outside areas into consideration. Smoking blankets can be provided as an additional safety measure for patients.

- 7.1 Visitors who wish to smoke are encouraged to smoke outwith the Highland Hospice premises.
- 7.2 Nursing staff are responsible for ensuring that all cigarettes are fully extinguished and ash trays are emptied.
- 7.3 Nursing staff record on Spark Data whether a patient is a smoker.
- 7.4 If the patient is unable to smoke unsupervised, nicotine patches can be prescribed.

8. Home Visits

- 8.1 Staff and volunteers should not be exposed to second hand smoke during home visits. To protect staff and volunteers who visit clients in their own homes, clients and their families will be requested not to smoke for the duration of their visit.

9. Driving

Staff using company vehicles must not smoke in those vehicles. Staff and volunteers using their own vehicles are requested not to smoke whilst individuals are being transported who are receiving support from the Hospice and may also request clients not to smoke during the duration of the transportation.

10. Training

- 10.1 Staff members should be familiar with this document and its implications for their role.
- 10.2 All staff are required to complete mandatory learnPro modules on Fire Safety.
- 10.3 Volunteers are required to complete Fire Safety Awareness on MS Teams

11. Approval

Consultation through Health, Safety and Wellbeing Group with formal approval through Senior Management Team.

12. Review

To ensure that Highland Hospice's Smoking Policy is effective, the policy and its implementation will be monitored and kept under review every five years unless there are legislative or organisational changes that impact the policy. The Hospice reserves the right to amend this policy from time to time.

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Document Revision Summary

DOC No: 01036 Title: Smoking Policy

Referenced DOCS:

Details of Revision	Revision	Effective Date
Paragraph 6.7 updated to reflect actual practice of nursing staff following discussion at Health and Safety Group Meeting on Wednesday, 4 th October 2017.	B	04/10/2017
Change of approval process and review process; inclusion of reference to use of other appropriate smoking areas if Smoking Room not available	C	13/4/2021
Changes to reflect there is no longer a dedicated smoking room and clarity around smoking and vaping	D	23/07/2024

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