NHS
Yorkshire
Ambulance Service
NHS Trust

Smoke Free Policy

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2.0	December 2014	Robert Dimsdale	D	Update
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4.4	April 2026	Risk Team	A	Further extension approved in April 2026 TEG until September 2026.
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Staff Summary

Smoking is a major cause of disease and death; it prematurely kills one out of every two smokers.
Staff who wish to quit smoking are encouraged to do so and can access support through the NHS SmokeFree service, Occupational Health, their line manager or trade union representative.
"Vaping" or using an e-Cigarette has been shown to be significantly less harmful than smoking and can support smokers to quit smoking. Further information can be found in the Health and Wellbeing Directory.
Staff are not permitted to smoke on Trust premises, in Trust vehicles or whilst in uniform on duty.

1.0 Introduction

1.1 The Trust has a duty under the Health and Safety at Work Act 1974, and the Management of Health and Safety at Work Regulations 1999, to provide a working environment for employees that is safe and without risks to health. This Policy also complies with the Smoke Free (Premises and Enforcement) Regulations (2006) that requires virtually all enclosed public places and workplaces in England to be smoke free.

1.2 The Trust is committed to supporting staff improve their health and wellbeing and recognises that smoking is an addiction exacerbated by stressful situations and traumatic experiences.

2.0 Purpose

2.1 The aim of this policy is to:

- Protect and improve the health of staff, patients, visitors and contractors.
- Protect both smokers and non-smokers from the danger to their health of exposure to environmental tobacco smoke.
- Set an example to other employers and workforces, particularly in health related locations.
- Provide support to staff who wish to give up smoking through signposting to stop smoking services (see Appendix 1) and public health campaigns

3.0 Process

3.1 Staff who wish to smoke during working time must not smoke on Trust premises or in Trust vehicles. Staff who wish to smoke can only do so off site and during their rest or comfort break. For the health and safety of staff, those who leave Trust premises to smoke should;

- Inform a colleague you are going off site and when to expect you back
- Cover your uniform/any insignia
- Visually check the area you are going to smoke before you leave to check for obvious threats
- Position yourself away from open doors and windows to prevent second-hand smoke drifting towards other people
- Vary the time you are going out to prevent a pattern developing
- If dark, take a torch and position yourself near a light

- Consider purchasing a personal attack alarm and have it in your hand when you go outside to smoke
- Take your mobile phone with you and call 999 if threatened in any way
- Ensure matches/cigarette butts are extinguished after use and disposed of appropriately

3.2 Staff who are based on non-YAS premises should comply with that organisation's Smoke Free policy. If staff choose to smoke outside of any host Trust premises, all identifiable YAS uniforms / insignia should be covered up.

3.3 Any person who contravenes The Smoke Free (Premises and Enforcement) Regulations 2006 will be liable for any legal penalty incurred and the Trust reserves the right to pursue such persons to recover any penalties imposed on the Trust.

3.4 If any employee or passenger in a vehicle operated on behalf of the Trust contravenes the Smoke Free Regulations 2007 (Vehicle Operators and Penalty Notices), the individual concerned will be liable for any penalty imposed. The Trust reserves the right to pursue the individuals concerned to recover any penalties imposed on the Trust.

3.5 Staff may be required to work in environments where it is not possible to ensure they are not exposed to second-hand smoke, for example in a patient/service user's home. Staff will be supported to remind patients/service users of their right to clean air and that whilst this policy is not designed to stop individuals smoking in their own home, the Trust asks that patients/service users refrain from smoking in the presence of staff. Appendices 4 and 5 are designed to support staff implementing the Smoke Free community protocol.

3.6 Staff will be supported to ensure, as far as reasonably practicable and in accordance with their role, that colleagues, patients, contractors, visitors, agency staff and volunteers are aware of the key aspects of the policy.

3.7 Save for breaches of health and safety, if a member of staff is found to be in contravention of this policy, they will have an informal meeting with their line manager where they will be reminded of the requirements of this policy and they will be offered support to quit smoking. Appendix 2 provides a checklist for managers conducting an informal meeting for policy breach, and Appendix 3 provides a template letter for feeding back outcomes from the meeting. Wilful or repeated breaches of this policy may be considered under the Trust's Disciplinary Policy.

4.0 Implementation Plan

4.1 The latest approved version of this Policy will be posted on the Trust Intranet site for all members of staff to view. New members of staff will be signposted to how to find and access this guidance during Trust Induction.

5.0 Monitoring compliance with this Policy

5.1 Compliance with this policy will be monitored through disciplinary reports relating to smoking.

6.0 Roles & Responsibilities

6.1 The Fleet and Estates Department will ensure that all premises and grounds owned, leased or rented by the Trust and all vehicles owned or leased by the Trust will have signs

displayed indicating that smoking is not permitted. The signs will conform to the requirements of the Smoke Free (Signs) Regulations 2007.

6.2 Directors and Managers must ensure that they support staff who wish to quit smoking by providing access to information and signposting support services. Managers must ensure that any criminal activity relating to the trading of illicit tobacco on the premises for which they are responsible, is reported to the police or through the Customs hotline number, on 0800 595000, (or via the website www.hmrc.gov.uk/customs-hotline)

6.3 Managers and supervisors should recognise that for some staff, smoking is an addiction that helps them cope with stressful or traumatic events. Staff who use cigarette smoking as a coping strategy must be treated sensitively and compassionately and all managers and supervisors should make themselves aware of their duty of care towards staff with regard to stress management and promote more stress relieving strategies.

6.4 Visitors and Contractors will be signposted to this policy. Those who contravene this policy should be reported to the nominated person in Estates who is responsible for monitoring the conduct of contractors on site. Repeated breaches of this policy may result in the individual responsible being asked to leave Trust property.

6.5 All staff must ensure they do not smoke cigarettes whilst they are either on Trust premises or in Trust vehicles. Staff should report any concerns they have about a failure to adopt a smoke free environment via Datix or their line manager.

6.6 Staff must report via Datix any patient or service user who refuses to comply with a request not to smoke in their presence.

6.7 Managers will be responsible for liaising with the Patient Relations team to write to patients who have been reported by staff.

7.0 Appendices

7.1 Appendix 1 contains a list of support services for those who wish to quit smoking

7.2 Appendix 2 contains a checklist for managers conducting an informal meeting for breach of this policy

7.3 Appendix 3 contains an example outcome letter to an informal meeting for breach of this policy

7.4 Appendix 4 contains a flowchart to support staff in reminding patients/service users of this policy

7.5 Appendix 5 contains an example letter to patients reminding them of this policy

Appendix 1 – Support for quitting smoking

Online Information

Quit smoking - Better Heath - NHS (www.nhs.uk)

Stop smoking treatments - NHS (www.nhs.uk)

Using e-cigarettes to stop smoking - NHS (www.nhs.uk)

10 self-help tips to stop smoking - NHS (www.nhs.uk)

Local Support Services

Local stop smoking services | Smokefree (www.nhs.uk)

National Contact Information

SmokeFree National Helpline: 0300 123 1044

Occupational Health
0800 0116 738

Appendix 2 - Checklist for Managers Conducting an Informal Meeting for Policy Breach

Preparation	Arrange a time and private location for the discussion.	
	Collate information on time, date and location where the member of staff was found to be smoking.	
	Have a copy of the Smoke Free Policy to give to the member of staff.	
During the Meeting	Explain the purpose of the meeting and that it is informal at this stage.	
	Discuss the member of staff's actions and how it was a breach of Trust policy.	
	Ask for the member of staff's reasons for the breach of policy.	
	Offer support via OH and/ or information as in appendix 1.	
	Confirm the Trust policy and give the copy to the member of staff.	
	Confirm that the policy is not concerned with whether anyone smokes but where they smoke.	
	Confirm any support requirements with the member of staff	
After the Meeting	The outcome of the meeting should be summarised by letter, an example of which is contained at Appendix 3.	

Appendix 3 - Example Letter – Breach of Smoke Free Policy Informal Meeting

PRIVATE & CONFIDENTIAL
Name
Address

Date

Dear

Re: Breach of Smoke Free Policy

Further to our meeting on **DATE** at which we discussed your breach of the Trust Smoke Free Policy, I write to confirm that you were found/seen to be smoking during working hours on **DATE** at **VENUE**. I explained to you the principles and scope of the policy and gave you a copy at the time of our meeting.

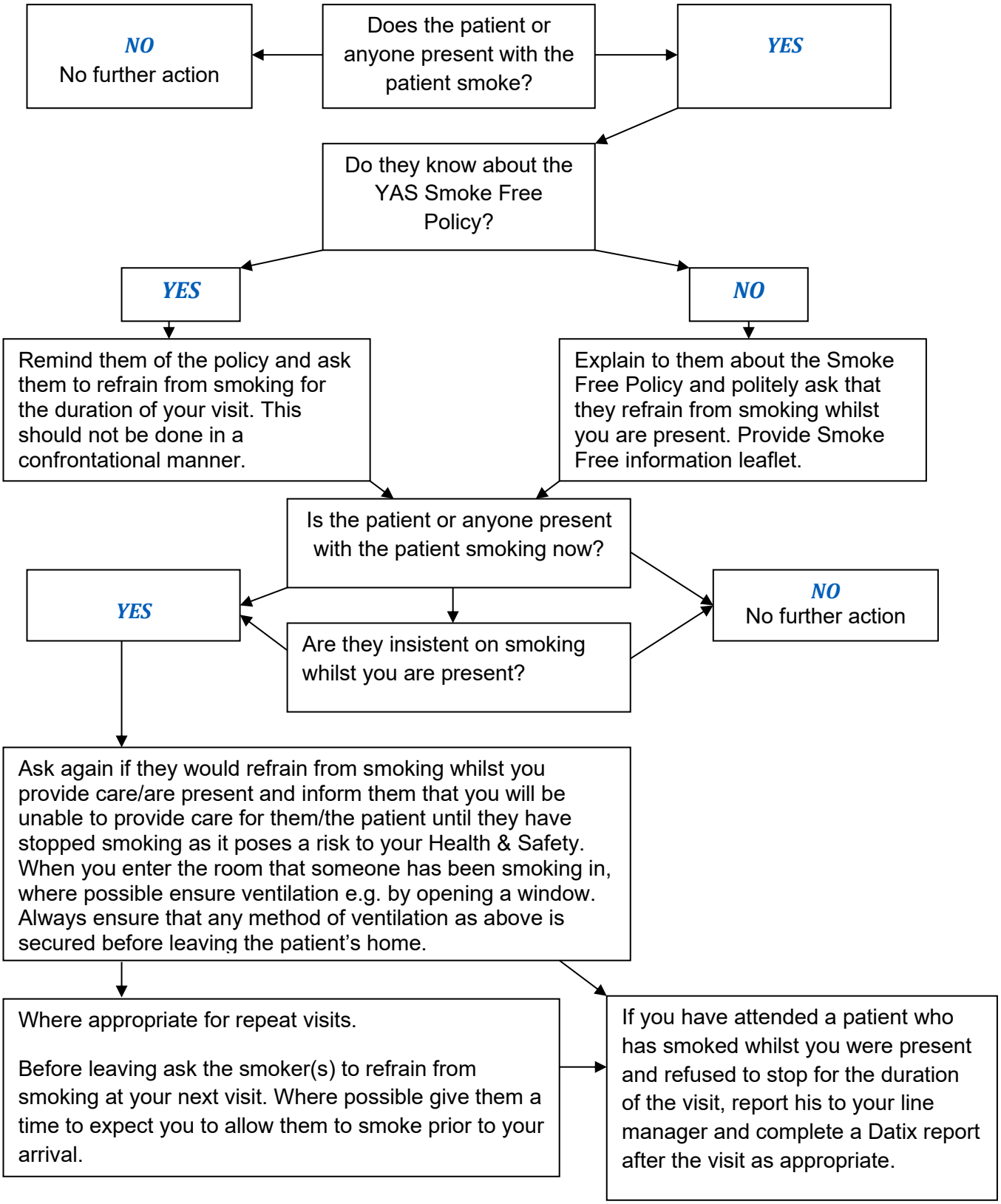
We discussed the support you may require and you confirmed (insert summary of conversation)

I would like to remind you that there is support available should you wish to quit smoking. I provided you with details of this at our meeting however if you require any support or further help or if I can be of assistance, please do not hesitate to contact me.

Yours Sincerely

Manager
Title

Appendix 4 - Smoke Free Patient Protocol



Appendix 5 - Example Letter –Informing Patients of YAS Smoke Free Policy

PRIVATE & CONFIDENTIAL
Name
Address

Date

Dear

Re: Yorkshire Ambulance Service Smoke Free Policy

Yorkshire Ambulance Service NHS Trust has an obligation to staff health and welfare under the Health and Safety Act 1990. Part of that obligation is to ensure that staff are not put at unnecessary risk and that everything practicable has been done to reduce that risk.

Yorkshire Ambulance Service operates a Smoke Free Policy. Part of this Policy includes reducing exposure of staff to second-hand smoke or vapour. It would be appreciated if you would refrain from smoking whilst a member of the Ambulance staff is present. Where possible, a room that is not used to smoke in should be used for treatment, otherwise a window should be opened for ventilation.

Yorkshire Ambulance Service recognises that it is an individual's right to smoke or vape if they wish but ask that the staff who are visiting you in your home are not exposed to second-hand smoke.

Yours Sincerely

Manager
Title