

Smoking Policies:

A Guidance Document for a
Whole School Approach.

smoke free wirral

November 2003

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Introduction

A smoking policy is important for all places where people meet, work and study together. It is of particular importance in schools where the attitudes of children, young people, parents, teachers & other staff members will be influenced by the approach to smoking found within the school and its community. Introducing a smoking policy promotes the non-smoking norm, reinforces health messages in the curriculum and can have a positive effect on smoking levels within the school.

A smoking policy must guarantee the rights of the whole school population to breathe smoke-free air, whilst also taking into account the needs of smokers. An audit of Wirral Schools Smoking Policies conducted in 2003¹ showed that 48% of our schools are smoke free. In keeping with standards 1 & 2 of the National Service Framework for Coronary Heart Disease and Wirral's Smoke Free Strategy² all other schools should be working towards this standard.

As part of the Local Public Service Agreement it has been agreed that all schools across the Wirral must have a separate written smoking policy in order to meet the Local Authority corporate objectives.

In order to assist schools in the development and review of smoking policies, Health Links have funded two posts: a Smoke Free Wirral Co-ordinator and a Project Officer.

Smoke Free Wirral has identified five strands of tobacco control activity³:

- Raising public awareness of the serious health risks associated with secondhand smoking and supporting and facilitating the implementation of smoke free places
- Reducing uptake by working with children and young people
- Promoting cessation to support smokers who wish to quit
- Changing attitudes to promote the non-smoking norm
- Collecting smoking prevalence data

¹ Health Links. Wirral Schools Smoking Policy Audit Update. October 2003

² Health Links. Smoke Free Wirral: Strategic Plan 2002 -2005. March 2002

³ Health Links. Smoke Free Wirral: Strategic Plan 2002 -2005. March 2002

This pack contains a range of information sheets, which can be photocopied, to help schools to develop their own policy or to extend or formalise an existing policy. The information is not prescriptive: it is intended that schools use those fact sheets which are most appropriate for them. Should you wish to customise a fact sheet a floppy disc (Microsoft Word) is included in this pack.

For further support or information contact the Smoke Free Wirral Co-ordinator or Project Officer at Health Links on 0151 647 1702.

FREQUENTLY ASKED QUESTIONS

What is a smoking policy?

A smoking policy provides a clear and enforceable standard in relation to smoking behaviour. It is not about whether individuals choose to smoke, but a clear statement about **where** and **when** they smoke and to ensure their smoking does not affect or influence others. A policy will have a clear set of aims and be written and displayed in a prominent position at the school entrance.

Why is it important for schools to implement effective smoking policies?

Adults who smoke on school premises reinforce the message to children that smoking is acceptable adult behaviour. Half of all teenagers who are currently smoking will die from diseases caused by tobacco if they continue to smoke⁴.

A clear and effective smoking policy will support the messages taught in school about the harmful effects of smoking and enable the school to participate in reducing the misery caused by smoking related illnesses and deaths.

There is also a legal responsibility to provide a safe working environment, which is free from tobacco smoke.

What is the best approach to introducing a smoking policy?

An effective introduction will raise awareness of the need for a comprehensive smoking policy and be produced with the full consultation of the school's community.

Clear communication of the aims, objectives, health and educational messages of the policy will minimise any misinterpretation of the schools position on smoking.

Who should act as smoking policy co-ordinator?

It is essential that someone take responsibility for guiding the implementation process. This person should:

- Be committed to the process and have an interest in combating smoking within schools
- Be fully supported by the headteacher and senior management

⁴ ASH Factsheet no:2 Smoking statistics: Illness & Death 2001

- Ideally be responsible for other aspects of health education in the school
- Be a member of your Health Promoting Schools Implementation Group

Who should a smoking policy apply to?

The policy should apply to all staff, pupils, visitors and contractors regardless of their status or business within the school premises.

How do we respond to the needs of smokers?

70% of smokers would like to stop smoking but find it very difficult to quit⁵. Smokers often consider a policy restricting smoking as an aid to reduce or quit smoking. An effective smoking policy should provide support for staff or pupils who wish to quit smoking by offering access to cessation services. Sufficient time should be allowed for smokers to prepare for the implementation of the new policy.

⁵ ASH Factsheet no:11 What happens when you give up smoking 2001

Why is it necessary for schools to have a smoking policy?

Influence of a Smoking Policy on School on Health Behaviour

"Comprehensive smoking policies in schools have been shown to decrease levels of cigarette consumption by pupils both in and out of school"⁶.

"Smoking policies are desirable to support classroom interventions and eliminate any contradictions that not having a policy may create, e.g. children and adolescents being taught that smoking is unhealthy in an environment where smoking is seen as acceptable for adults".⁷

Smoking is highly addictive and 1 out of every 2 long-term smokers will die prematurely. Most regular smokers start smoking during their school years. Research indicates that 19% of eleven-year-olds have already tried smoking⁸. A number of factors are associated with a greater likelihood of smoking amongst young people. These include:

- Having role models who smoke - parents, teachers, friends, older siblings
- Having a positive attitude towards smoking
- Having a low awareness of the dangers of smoking
- Having low self esteem and lack of confidence
- Having low educational attainment and expectations
- Social and emotional problems
- High stress levels
- Disadvantage and low income - smoking rates are higher amongst lower social classes

Approximately 11% of 11 to 15 year-olds & about one in three 16 -19 year-olds in England are regular smokers⁹. However young people are significantly less likely to take up smoking if they experience restrictions on smoking in public places and within the home¹⁰. Research has shown that more pupils of both sexes smoke before and after leaving school if smoking is common amongst their teachers¹¹. Furthermore, recent

⁶ Health Links. A Literature Review of Adolescent Smoking and Effective Interventions. Oct 1999

⁷ Health Links. A Literature Review of Adolescent Smoking and Effective Interventions. Oct 1999

⁸ Barton, J (1998) Young Teenagers and Smoking in 1997. London HEA

⁹ Must try Harder. The Annual Report of the Directors of Public Health for Wirral, 2001

¹⁰ Smoking. NW Health Bulletin (July 02). Volume 2 - Issue 5

¹¹ Murray M et al. School characteristics and adolescent smoking: results from the MRC/Derbyshire Smoking Study 1974-78 and from follow-up in 1981. J.Epid. Comm Health 1984 38, 167-172.

findings suggest that the wider introduction of comprehensive school smoking policies help to reduce teenage smoking¹².

Having a policy:

- Sends a strong message to pupils and the whole community
- Provides enforceable, whole community, boundaries related to smoking behaviour
- Promotes the non-smoking norm (more than 70% of the national population are non-smokers)
- Assists in the recognition of the major health risks of both smoking and passive smoking
- Supports PHSE within the curriculum and reinforces the health ethos of the school and its environment
- Supports the Health Promoting Schools initiative
- Enhances national, regional and local tobacco control activity
- Provides an opportunity to promote smoking cessation

¹² Moore, L et al. School smoking policies and smoking prevalence among adolescents: multilevel analysis of cross-sectional data from Wales. *Tobacco Control* 2001, 10, 117-123.

IMPLEMENTING OR REVIEWING A POLICY BEST PRACTICE

Introducing an overnight smoking ban is a negative approach and is likely to cause resentment and possibly even legal problems.

The following steps are a guide to best practice.

1. Establish a working party and appoint a policy co-ordinator (Your Health Promoting Schools Implementation Group could fulfil this role)
2. Review current practice within the school
3. Identify a rationale for the policy (see pages 7-8)
4. Define the aims of the policy (see page 18)
5. Raise consciousness in the school and consult all concerned (see page 22)
6. Prepare a draft policy (see page 12)
7. Evaluate the draft policy by identifying constraints and problems and seek approval from senior management and governors
8. Announce and communicate the final policy (see pages 21-25)
9. Implement the policy
10. Signs should be displayed where smoking is not permitted
11. Upholding and maintaining the policy effectively
12. Display a copy of the policy in a prominent place at the school entrance
13. Monitor and review the policy (see page 27-32)

To ease the introduction of a policy the following points are important:

- o Allow sufficient time for people to prepare for the implementation of the new policy. One term should be adequate; in compliance with section 49 of the Employment Protection (Consolidation) Act 1978, at least 12 weeks notice should be given before introducing a new rule, such as smoking restrictions

- When notifying the date of implementation, ensure that smokers are aware of the help available to support them to give up smoking should they wish to do so (see page 38)
- Publicise the policy to all who need to know (see page 22)
- Place clearly visible signs and notices where most needed to ensure compliance with the policy. An sample of a 'No Smoking Sign' is provided in this pack and further supplies can be obtained from the Specialist Smoking Cessation Service 'SUPPORT' by telephoning 0151 647 0211
- Implementing the smoking policy means that agreed sanctions for breach of this rule also come into force.
- Ensure any ashtrays are removed from non-smoking areas
- Ensure that the smoking policy is written into all the relevant school documentation
- Ensure that all prospective and new staff member are informed of the policy (see page 22)

In making the transition to a smoke free workplace, an interim measure may be to provide a smoking area.

- If a room has been set aside for use by smokers ensure that:
 - The room is out of sight of pupils
 - The room is used exclusively for smoking
 - Good ventilation is provided to the outside of the building
 - The room is fitted with a self-closing door
 - The room is physically separate from smoke-free areas to minimise the spread of smoke
 - Appropriate bins are provided for extinguished cigarettes butts
 - Nothing is stored within the room that could present a fire risk
 - Smoking must be suspended if maintenance work is being carried out
- If an external area or smoking shelter is to be provided ensure that:
 - The shelter or area is out of site of pupils and the public
 - Appropriate bins are provided for extinguished cigarettes butts

<ul style="list-style-type: none"> ○ Appoint a policy co-ordinator ○ Examine current practice - are there any particular problems? ○ How will problems be addressed? 	<p>Head of English</p> <p>The school has operated a notional policy since 1997. There are a number of problems:</p> <ul style="list-style-type: none"> • There is no written policy document • The staff room is divided into a smoking and non-smoking area. • Parents collecting their children from school are congregating at the entrances to the front & rear of the building, where they are in full view of the children • Cigarette stubs are discarded at the entrances <ul style="list-style-type: none"> • The consultation process will suggest the introduction of a smoke-free policy • Staff who smoke will be provided with support to quit • Parents will be requested to avoid smoking at the entrances and signage to this effect will be displayed. • A display highlighting the dangers of passive smoking, provided by Health Links, will be situated within the entrance to the school
<p>Rationale for the policy (see pages 7-8)</p>	<p>The school will use the rationale provided in the pack - Smoking Policies: A Guidance document for a whole school approach</p>
<p>Define the aims of the policy</p>	<ul style="list-style-type: none"> • This policy seeks to: • Guarantee a healthy working and learning environment and protect the current and future health of all members of the schools community by eliminating the serious health risks associated with passive smoking • Guarantee the right of non-smokers to breathe in air free from tobacco smoke • Create a consistent learning environment by matching the ethos and behaviour within the school to the curriculum • Change attitudes by promoting non-smoking as the norm and non-smokers as positive role models • To comply with Health & Safety Legislation and Employment Law • Raise awareness of the dangers of both smoking and passive smoking • Take account of the needs of those who smoke and to support those who wish to stop
<p>Union / Health and Safety</p>	<p>This policy has been devised in consultation with the schools Health and Safety representative</p>
<p>Consultation process</p> <ul style="list-style-type: none"> ○ What will it consist of? ○ Who will be consulted? 	<ul style="list-style-type: none"> • The consultation will consist of a health promotion & awareness raising display, depicting the dangers of passive smoking and the schools rationale for having a policy • All members of staff will be provided with an anonymous questionnaire to complete • A letter will be sent to all parents

<p>○ What were the outcomes?</p>	<ul style="list-style-type: none"> • Information about the smoking cessation service will be made available to staff who smoke • All staff including those on leave, governors and parents of children who attend the school <p>Staff voted 80:20 in favour of a complete ban on smoking in school Parents voted 65:35 in favour of a complete ban on smoking in school</p>
<p>Persons the policy applies to</p> <p>○ Staff</p> <p>○ Governors</p> <p>○ Pupils</p> <p>○ Service users</p> <p>○ Visitors</p> <p>○ Contractors</p> <p>○ Other</p>	<p>The policy applies to all staff, service users, visitors and contractors regardless of their status or business within the school premises</p>
<p>Where does the policy apply?</p> <p>○ State all areas to which the policy applies</p> <p>○ What about smoking within the grounds?</p> <p>○ Smoking in cars on the premises?</p> <p>○ If staff are provided with smoking areas as a short term measure- when is it appropriate for them to use them e.g. during lunch breaks only</p>	<p>Smoking will not be permitted in any part of the school site. This includes the grounds and the staff car park, at any time, by any person regardless of their status or business within the school.</p> <p>In keeping with the results of the consultation process staff will not be permitted to smoke at any time on the school premises as detailed above.</p> <p>Smoking will not be permitted in cars parked on school premises</p>
<p>Upholding policy</p> <p>Who is responsible for reporting breaches of policy?</p> <p>Who do they report it to?</p>	<p>All staff members</p> <p>The Policy Co-ordinator</p>
<p>Action to be taken to assist staff who smoke</p>	<p>Staff who wish to give up smoking will be directed to SUPPORT, Wirral's Specialist Smoking Cessation Service</p>

<p>Actions to be taken to inform staff and school users?</p> <ul style="list-style-type: none"> o Advertising vacancy o Interview o Appointment letter o Staff Handbook o Other 	<p>Staff, parents and other centre users will be informed of the policy changes 12-weeks in advance of the agreed implementation date</p> <p>Advertisements and job descriptions will include reference to the smoking policy.</p> <p>On appointment all staff will be provided with a written copy of the smoking policy</p> <p>A copy of the current policy will be displayed within the school's reception area</p> <p>Signage will indicate the no smoking policy to all school users e.g. parents/carers of children</p> <p>Contractors will be informed in writing and verbally</p> <p>A written copy of the policy will be provided for any member of staff, school user, visitor or contractor who request one and be displayed by the school reception</p>
<p>Disciplinary action for staff who disregard the policy?</p>	<p>Following counselling and the opportunity to seek smoking cessation advice, if required, staff who do not adhere to the policy will be subject to usual LEA disciplinary action</p>
<p>What action will staff be expected to take with visitors who are not respecting the policy?</p>	<p>Visitors and other school users will be reminded of the content of the smoking policy</p> <p>Staff members are expected to fulfil this role, however they are not expected to enter into any confrontation which may put their personal safety at risk</p>
<p>Finalised policy (see page 19-20)</p>	<p>See attached</p>

<p>Implementing the policy</p> <ul style="list-style-type: none"> ○ Set a date ○ Inform the staff & users 12-weeks prior to the implementation date to meet the requirements of employment law ○ Display the policy ○ Display signage 	<p>End of March 2004 - this allows time, in addition to the 12-weeks notice required by the Employment Protection Consolidation Act (1978) to enable staff who smoke to obtain cessation advice</p> <p>January 2004 - done</p> <p>December 2003 - done</p> <p>January 2004 - done</p>
<p>Monitoring and update</p> <ul style="list-style-type: none"> ○ When will the policy be updated? ○ What will monitoring consist of? 	<ul style="list-style-type: none"> ○ Initial review by the Policy Group will take place six-months after the implementation date -September 2004 ○ Biennial thereafter - or more frequently if problems arise <p>Discussion and problem solving</p>

IMPLEMENTING OR REVIEWING A SMOKING POLICY

THE BENEFITS AND COSTS OF A SMOKING POLICY

Benefits:

A healthier, more pleasant, working environment

- A policy eliminates the many health hazards that result from secondhand smoking and therefore the expensive threat of any legal claims. Reducing both the levels and prevalence of smoking within the school will result in health benefits for the whole school community. A smoking policy can also improve the sense of well being. Although difficult to research and quantify, most observers feel that the "well being" factor is important to good staff morale.

Enhanced image of the school

An effective policy:

- Demonstrates that the health, safety and welfare of the whole school community are valued.
- Reinforces the school's PHSE programme and sets a good example for pupils.
- Enables the school to achieve standards towards the Health Promoting Schools Key Theme - Drugs-including Alcohol and Tobacco

Reduced absenteeism

- It is increasingly recognised that smokers are more prone to illnesses, absence and accident than non-smokers¹³.
- Surveys suggest that smokers take 1.5 - 2 times more sick leave than non-smokers¹⁴.

Reduced cleaning and decorating costs

- Smoking increases litter and necessitates more frequent renewal of furnishings and decoration.

Lower ventilation and air circulation costs

- Improvements in ventilation in an attempt to improve the quality of a smoky atmosphere are not only completely ineffective but also costly.

Possible reduction in insurance premiums

¹³ Parrott S. et al Costs of Employee Smoking in the Workplace in Scotland. Tobacco Control 2000

¹⁴ Parrott S. et al Costs of Employee Smoking in the Workplace in Scotland. Tobacco Control 2000

Minimises misunderstandings and conflict regarding smoking in school by clarifying the schools position

Provides a document to which those who participate in school life can refer

Illustrates the school's commitment to the health of the whole school community

Meets the schools health and safety obligations

Supports smokers who want to stop

Formalises a monitoring and review system

Costs

Costs associated with developing a smoking policy may include:

Time needed to negotiate, implement and monitor the policy

Publicising the policy

Possible re-arrangement of staff working areas to accommodate a smoking area as an interim measure

IMPLEMENTING OR REVIEWING A POLICY

WHAT TYPE OF POLICY STATEMENT?

POLICY OPTION	POTENTIAL BENEFITS	POTENTIAL RISKS
<p>Totally smoke free school</p>	<ul style="list-style-type: none"> ○ Complies with health and safety legislation ○ Reinforces PHSE programmes ○ Enables schools to achieve standards toward Health Promoting Schools Key Theme - Drugs-including Alcohol and Tobacco ○ Reduces absenteeism. ○ Sets an excellent example for students. ○ Eliminates the hazard of passive smoking. ○ Good for the health of staff who smoke as it could reduce their opportunity to do so. ○ Saves money. 	<ul style="list-style-type: none"> ○ Staff, who smoke, may need time to adjust. ○ Parents who smoke may feel reluctant about coming into school. ○ May lose revenue from reluctance of community groups to use school premises.
<p>Interim Policy which allows smoking for <u>adults</u> in designated areas at specified times e.g. official breaks</p>	<ul style="list-style-type: none"> □ Eliminates the health risks passive smoking risk. □ Allows for a staged approach to a totally smoke-free school □ Provides smokers with an opportunity to plan how they will deal with their smoking in future and to access smoking cessation advice if they wish. 	<p>Whilst in progress:</p> <ul style="list-style-type: none"> ○ Reinforces smoking as an adult habit. ○ Conflicting messages between the behaviour of adults and the PHSE curriculum and the Health Promoting Schools ethos.

IMPLEMENTING OR REVIEWING A POLICY MODEL SMOKING POLICIES

The following are examples of policies that can be adapted to suit the needs of each individual school. A copy is provided on the floppy disk - see front pocket

SMOKING POLICY

Name of School _____

Introduction

Smoking leads to nicotine addiction. The habit of smoking is commonly acquired in childhood and leads to the deaths of 1 in 2 persistent long-term smokers.

Schools invest valuable resources in teaching their pupils about the hazards of smoking through the curriculum. Children need to receive consistent messages and require non-smoking role models in the adults who teach them, as well as a non-smoking environment to protect them and the whole school community from the serious health risks of secondhand smoking.

Aims of the Policy

This policy seeks to:

- Guarantee a healthy working and learning environment and protect the current and future health of all members of the school community by eliminating the serious health risks associated with secondhand smoking
- Guarantee the right of non-smokers to breathe in air free from tobacco smoke
- Create a consistent learning environment by matching the ethos and behaviour within the school to the curriculum
- Change attitudes by promoting non-smoking as the norm and non-smokers as positive role models
- Comply with Health & Safety Legislation and Employment Law
- Raise awareness of the dangers of both smoking and secondhand smoking
- Take account of the needs of those who smoke and to support those who wish to stop

You may have aims specific to your school's circumstances

Restrictions on Smoking

Smoking is not permitted in any part of the school premises or grounds, at any time, or by any person, regardless of their status or business within the school.

Or - an interim measure

Smoking is not permitted in any part of the school premises or grounds, at any time, or by any person, regardless of their status or business within the school, except by staff members in the designated area/s (*state room/s in which smoking is allowed*) and at agreed times (*state the times when smoking will be allowed e.g. official breaks only*).

Visitors

All visitors, contractors and deliverers are required to abide by the smoking policy. Staff members are expected to inform visitors of the schools smoking policy, however they are not expected to enter into any confrontation which may put their personal safety at risk.

Support for smokers

Any smoker requiring help and support in giving up smoking are encouraged to seek the assistance of the Specialist Smoking Cessation Service 'SUPPORT' by telephoning 0151 647 0211.

Disciplinary Action

Detail the action to be taken when staff or pupils disregard the policy.

Monitoring and reviewing

This policy will be reviewed (*state the regularity*) to ensure that it continues to meet the aims. The Smoking Policy Co-ordinator is..... s/he can be contacted by

Comments related to the enforcement of this policy should be directed to the Smoking Policy Co-ordinator

This policy was adopted by the Governing Body at their meeting on following a consultation process. It is owned, implemented and understood by the whole school community.

CONSULTATION & COMMUNICATION: GETTING IT RIGHT

An essential element of policy development is to consult with staff, parents, governors and appropriate pupils. Introducing any new rule legally requires the employer to act in a responsible way, determining employee attitudes and consulting fully.

Where a policy is being changed or implemented for the first time a survey of all staff may be needed (see page 23). Even where an existing policy is purely being formalised into a written smoking policy staff need to be kept informed. They will need to know:

- ❑ **Why the school is developing a smoking policy - the rationale and aims of the policy**
- ❑ **The benefits of a smoking policy**
- ❑ **The serious health risks of both secondhand smoking and smoking**
- ❑ **How smokers can get help if they wish to stop smoking**
- ❑ **What the schools smoking policy will mean in practice**
- ❑ **How the policy will be monitored and reviewed**
- ❑ **Response to breaches of the policy**

The smoking policy must be communicated to all those who will be affected by it, including all staff, governors, pupils, parents, visitors, contractors and community groups. Don't forget those staff on extended leave, e.g. sick leave or maternity leave.

Ways of communicating the policy include:

- Display the policy prominently, preferably at the school's entrance
- The staff handbook, health and safety policy, school prospectus etc...
- Information for new staff/supply staff
- In the formal terms and conditions which apply to the school e.g. contract of employment
- Job advertisement
- At interview and in job descriptions
- At staff meetings, school councils, PTA meetings and governors meetings
- On notice boards
- Memos
- Health displays
- Signage
- Letters to parents (see page 26)
- The school's rules for visitors can be written on the tear off portion of the official (LEA) visitors pass
- In the hire agreement for any rooms leased by the school to other users
- In service specifications to contractors

**CONSULTATION & COMMUNICATION
SMOKING POLICY CONSULTATION
QUESTIONNAIRE FOR STAFF**

**CONFIDENTIAL
QUESTIONNAIRE**

DRAFT

To: All staff
From: (Smoking policy co-ordinator)

In response to Wirral's Tobacco Control Strategy and Local Public Service Agreement, the school will be updating and formalising its existing smoking policy. Your views are being sought regarding this matter.

The questionnaire is anonymous and confidential. The results will be used to help in the development of the updated policy.

**Please return your completed questionnaire to
by (date)**

Thank you for your co-operation.

1. What is your understanding of the schools present policy on smoking for adults?

Smoking is permitted / takes place: (please tick appropriate box or boxes)

	Yes	No
a) In the teachers' staff rooms	o	o
b) In the caretaker's room	o	o
c) In the toilets	o	o
d) In a specially designated area or room	o	o
e) In departmental offices	o	o
f) In the dining room	o	o
g) In the school grounds	o	o
h) In cars parked in grounds	o	o
i) Only during lunchtimes and breaks	o	o
j) Only when pupils are not present	o	o
k) In front of pupils during school events and off-site activities (sports matches, school trips etc.)	o	o
l) Not permitted in any part of the school premises or Grounds at any time, by any person regardless of their		

status or business within the school

2. Which of the following types of policy would you prefer?

- a) Smoking is not permitted in any part of the school premises or grounds at any time, by any person regardless of their status or business within the school
- b) Smoking only permitted, by staff, in separate smoking room/s or areas during official breaks

3. Some questions about you

Are you;

- a) Senior management
- b) Teaching staff
- c) School governor
- d) Secretarial, administrative or classroom support staff
- e) School technician
- f) Site maintenance & caretaking
- g) Cleaning staff
- h) Catering staff
- i) Mid-day assistant

j) Other (please specify) _____

4. Approximately how many hours per week do you spend on the school premises?

- a) Less than 10
- b) 10 - 15 hours
- c) 16 - 25 hours
- d) 26 - 35 hours
- e) over 35 hours

5. Do you believe that secondhand smoking poses a serious threat to health?

- Yes
- No
- Don't know

6. Does exposure to tobacco smoke affect you in any of the following ways?

- a) Eye / nose irritation
- b) Breathing difficulties
- c) Allergic reaction
- d) Headache
- e) Nausea
- f) Cough / sore throat
- g) Loss of concentration
- h) Worry about long term health effects
- i) Makes clothes and hair smell

Other (please specify) _____

7. Which of the following applies to you?

- I have never smoked
- I am an ex-smoker
- I am a smoker

If you would like help or information about stopping smoking contact SUPPORT the Wirral's NHS Smoking Cessation Service by telephoning the Roy Castle Fag Ends help line: 0800 195 2131

o Thank you for completing the questionnaire.

CONSULTATION & COMMUNICATION
SUGGESTED DRAFT LETTER TO PARENTS

A copy of this letter is provided on the floppy disk - see front pocket

Dear Parent

A smoking policy will take effect at the school from (date)

The smoking policy means that smoking is not allowed anywhere on school premises or grounds. The policy will provide a message to children, staff and parents that is consistent with our education programmes and with the medical views that:

‘Cigarette smoking is the single greatest preventable cause of death in Britain today.’

We support a smoking policy because we are committed to improving the health of all our children / young people (delete as appropriate) and staff, as well as that of other members of the school community. We also recognise the important role that teachers, parents and other adults have as role models, and how they influence the attitudes and smoking behaviour of children.

If you have any comments or would like further information, please do not hesitate to contact at the school.

Yours sincerely

Headteacher

Chair of Governors

MONITORING AND REVIEWING THE POLICY ACTION CHECK LIST

Smoking at work is clearly a risk which, under Health and Safety law, needs to be assessed as an on-going process.

It is important to keep the smoking policy relevant and up-to-date, so a monitoring procedure needs to be established to address any difficulties that may arise. The responsibility for this should rest with the Smoking Policy Co-ordinator.

After the policy has been in operation for a reasonable period a survey may be useful to identify how well the policy is working. Thereafter, the policy should be reviewed at least biennially to check:

- **Is the policy working?**
- **Are there any problems? If so, how will they be handled?**
- **Is the policy having the desired effect?**
- **Have there been any breaches that require attention?**
- **Is the policy keeping abreast with any changes in health and safety laws?**
- **Do you have a designated smoking area? Do levels of use justify it's upkeep and maintenance?**
- **Are plans in place to introduce a totally smoke-free policy?**

MONITORING AND REVIEW

REVIEW OF SMOKING POLICY QUESTIONNAIRE

A copy of this questionnaire is provided on the floppy disk – see front pocket

To: All Staff

From: (Smoking Policy Co-ordinator)

Our school smoking policy was introduced..... (months) ago and we now wish to review how the policy has affected the school.

Please complete this confidential questionnaire and return it to (Smoking Policy Co-ordinator) by (date).

Thank you for your co-operation.

Please tick appropriate answer/s

1. Do you understand the schools policy on smoking?

- Yes
- No

2. Is the policy

- Fair
- Acceptable
- Unfair

3. Do you think the policy should

- Be extended
- Stay the same

4. What benefits do feel the policy has?

- a) Created a healthier environment
- b) Created a compatibility between the ethos of the school and the curriculum
- c) Reduced tension between smokers and non-smokers
- d) Encouraged some smokers to stop
- e) None
- Other (please state)

o

5. Has the smoking policy caused any problems?

- a) No
- b) Put smokers under more pressure
- c) Made smoking go 'underground'
- d) Created more tension between smokers and non-smokers
- Other (please state)

6. Are you:

- a) Senior management?
- b) Teaching staff?
- c) School governor?
- d) Secretarial, administrative or classroom support staff?
- e) School technician?
- f) Site maintenance & caretaking?
- g) Cleaning staff?
- h) Catering staff?
- i) Mid-day assistant?
- j) Other (please specify) _____

7. Did you smoke before the policy was implemented?

- Yes
- No

If you answered yes to question 7 please answer questions 8-12

If you answered no, please go to question 13

8. Has the smoking policy helped you to reduce your smoking?

- Yes
- No

**9. Have you tried to give up smoking as a result of the policy
Being implemented?**

- Yes
- No

10. If you have tried to give up smoking did you:

- a) Attempt to stop without any outside help?
- b) Attempt to stop using self-help materials?
- c) Attempt to stop with help from you practice nurse or GP?

- d) Attempt to stop with help from your community pharmacist?
- e) Attempt to stop with help from SUPPORT?
- Other (please specify)_____

11. Have you successfully stopped smoking since the policy was implemented?

- Yes
- No

12. Do you intend to stop smoking in the future?

- Yes
- No

13. Do you have any additional comments?.....

.....

MONITORING AND REVIEW TEETHING PROBLEMS

The development of a smoking policy will need to be handled in a sensitive way, focusing on smoking as the issue, not on individual smokers. Possible responses to some of the problems that may arise are detailed below:

Smokers feel discriminated against

Stress that the policy is not about who smokes but where and when smoking takes place. Set out the schools health and safety responsibilities and the need to keep abreast of changes in health and safety law. Displaying the policy will clearly communicate these aims.

Point out that perhaps when the smoker began work, secondhand smoking was not known as the serious health risk it is now.

Common law supports the rights of both smokers and non-smokers to a safe and healthy place of work. The rights of non-smokers to breathe clean air must therefore take precedence over the right of smokers to smoke (see pages 7-8)

Smokers fear they will not be able to cope

Reassure smokers that help is available for them to adjust to the policy (see page 38). Non-smokers will need to be compassionate toward smokers who are trying to give up, understanding what smokers go through whilst trying to stop (see page 37).

Staff do not agree with smoking being banned on school premises

Re-emphasise the health and safety risks of smoking. Explain how the policy provides a good opportunity to present the school in a positive light (see pages 7-8).

Staff who do not comply with the policy

There may be one or two individuals who find it difficult to modify their smoking habits following the introduction of a smoke-free policy. A phased policy may be necessary to allow them to get used to the new working arrangements.

In reality, the policy will largely be self-enforced by peer pressure. It should be made clear, however, what the proper channels are for reporting violations and expressing grievances. Breaches of a smoking policy need to be kept separate from disciplinary issues relating to a teacher's performance of professional duties.

Visitors do not comply with the policy

This can put employees in the difficult position of enforcing the policy. However, in most cases the smoker would comply when asked not to smoke. Ensure the policy is clearly communicated to all that will be affected by it. When inviting people to the school they should be made aware of the school policy (see page 14).

Smokers go outside to smoke

Ensure that the entire school premises are covered by the policy. Point out the influence that adults can have on young people as important role models. Highlight the contradiction between teaching the dangers of smoking and being seen smoking on or close to the school premises (see pages 7-8).

HEALTH RISKS AND ISSUES

THE HEALTH RISKS OF SMOKING

Smoking is the single greatest preventable cause of premature death and disease in Britain today.

Even just a few cigarettes have detrimental health effects:

<p>Raised Blood Pressure</p> <p style="text-align: center;">Constriction of the Coronary Arteries</p> <p>Development of Nicotine Addiction</p> <p style="text-align: center;">Increased blood levels of Carbon Monoxide</p> <p style="text-align: center;">Reduction in the body's oxygen carrying capacity</p>	<p style="text-align: right;">Increased Heart Rate</p> <p style="text-align: right;">Constriction of Peripheral Blood Vessels</p>
--	---

Many people underestimate the health risks of smoking

- Tobacco smoke contains a mixture of more than 4,000 toxic chemicals, 60 carcinogens and carbon monoxide, itself a poisonous gas.
- Smoking kills 120,000 smokers each year - that's one person every 5 minutes
- 1 out of every 2 long term smokers will die as a result of their smoking
- Behind these statistics are years of misery caused by ill-health, disability and financial stress - the depressing consequences of smoking

Prolonged smoking causes:

Reduced fertility	Male impotence	Stroke
Cancer of the nose, throat and mouth	Lung Cancer	
Shortness of Breath and reduced exercise ability		
Coronary Heart Disease	Premature ageing of the skin	
Cancer of the Larynx	Peptic Ulcer	Cancer of the Kidney and bladder
Premature menopause	Cancer of the Cervix	Peptic ulcers
Defective Vision	Cancer of the oesophagus and stomach	
Chronic Bronchitis and Emphysema		Peripheral Vascular Disease
Smoking Kills - Smoking Kills - Smoking Kills		

The good news for smokers is that there has never been a better time to give up.

HEALTH RISKS AND ISSUES

THE HEALTH RISKS OF SMOKING

Of the 120,000 UK deaths per year caused by smoking, most are from the three diseases below.

Merseyside has higher than average figures for all of these diseases, and the highest rate of lung cancer in the country.

LUNG CANCER

- **Kills** more people than any other type of cancer
- **90%** of lung cancers are caused by smoking
- **The younger** a person is when they start to smoke, the greater the risk of developing lung cancer
- **Risk** of lung cancer increases directly with the number of cigarettes smoked

CORONARY HEART DISEASE (CHD)

- **Is the leading** cause of death in the U.K.
- **Smoking** is responsible for at least 17% of all these deaths
- **A cigarette smoker** has 2-3 times the risk of heart attack than a non smoker
- **Smoking** is the cause of 11% of all stroke deaths

(COAD) CHRONIC

OBSTRUCTIVE

AIRWAYS DISEASE

- **Includes** chronic bronchitis and emphysema
- **Disables a person** over a long time
- Breathing difficulties cause prolonged suffering
- **Early symptoms** are cough and phlegm - "the smoker cough"
- **COAD** is rarely reversible once established
- **The younger** people are when they start smoking and the more cigarettes they smoke, the greater the risk of COAD when they are older

HEALTH RISKS AND ISSUES

THE HEALTH RISKS OF SECONDHAND SMOKING

What is secondhand smoking?

- Secondhand smoking is sometimes called passive smoking or exposure to environmental tobacco smoke (ETS). It is the involuntary inhalation of other people's tobacco smoke
- It is estimated that secondhand smoke exposure is the cause of over 1,000 deaths in the U.K. alone each year¹⁵. Secondhand smoke contains the same toxic mix of chemicals, as those inhaled by the smoker
- Scientists indicate that exposure to secondhand smoke 3 times a week is sufficient to increase the risk of developing heart disease by 15% in 5 years¹⁶
- In the short term, the inhalation of secondhand smoke causes the non-smoker to suffer headaches, dizziness, nausea, sore throats and eye irritation yet they may not like to ask the smoker to stop for fear of causing offence

Tobacco smoke contains over 4000 toxic chemicals including:

Tar	Benzene	Ammonia	Carbon-monoxide
Hydrogen cyanide		Radon	Formaldehyde

At least 60 of which are known carcinogens

Long term secondhand smoking can lead to serious ill health; those most at risk are babies and children who have no control over their exposure to secondhand smoke

The report of the Scientific Committee on Tobacco and Health concluded that secondhand smoking is a cause of:

- heart disease
- increases the risk of lung cancer by 20-30%
- increases the non-smokers risk of having a stroke by up 82%
- exacerbation of asthma

Children are more susceptible to the effects of secondhand smoking, because they breathe more rapidly and consequently absorb more of the toxic chemicals.

Secondhand smoking by children is causes:

- Ear infections
- Bronchitis
- Meningitis
- Cancers and leukaemia
- Adverse impact on learning and development
- Babies exposed to secondhand smoke have a higher risk of cot death

In other words - Secondhand Smoking Kills

¹⁵ ASH News release. Tobacco Lobby to Public: Keep on Choking 2003

¹⁶ Panagiotakos, D B et al. The association between secondhand smoke and the risk of developing acute coronary syndromes. BMC Public Health 2002

HEALTH RISKS AND ISSUES

SMOKING & YOUNG PEOPLE

Children become aware of cigarettes at an early age. Three out of four children are aware of cigarettes before they reach the age of 5 whether their parents smoke or not¹⁷. Smoking is the single most preventable cause of premature death in the UK. Every year about 120,000 people die of smoking-related diseases (50% of long term smokers will die as a result of their habit) and many more suffer ill health.

Key Findings

- About 11% (339,000) 11-15 year olds and about one in three (over 700,000) 16-19 year olds smoke regularly¹⁸
- In Wirral the overall prevalence of smoking for 16-25 year olds is 21.34%¹⁹
- Smoking during the teenage years causes permanent genetic changes in the lungs and forever increases the risk of lung cancer, even if the smoker subsequently stops²⁰
- A survey conducted by Wirral Services for Child Health revealed that:
 - 15% of young people (year 10) said they smoked on a daily basis and 27% smoked occasionally
 - 24% of year 10 girls smoke in comparison to 14% nationally
 - 4-5% of year 8 children smoked²¹
- Children from more deprived areas are more likely to smoke and will start at a younger age
- Comprehensive smoking policies in schools have been shown to decrease levels of cigarette consumption by pupils both in and out of school²²

¹⁷ Teenage Smoking Attitudes in 1996. Office for National Statistics, 1997

¹⁸ Social Exclusion Unit, National Strategy for Neighbourhood Renewal: Report of policy action team 12: Young People. London, The Neighbourhood Renewal Unit, 2000

¹⁹ Wirral Health and Lifestyle Survey 2001

²⁰ ASH Factsheet no:3 Young people and smoking 2003

²¹ Must try Harder. Wirral Public Health Report, 2001

²² A Literature Review of Adolescent Smoking and Effective Interventions. Health Links, 1999

HEALTH RISKS AND ISSUES

UNDERSTANDING SMOKERS

A smoking policy must be sensitive to the needs of smokers to ease implementation. Whilst the policy is aimed at smoking rather than smokers, smokers are still going to have to face the biggest changes in adapting to the policy. Some may take the opportunity to stop smoking so include a section in the policy as to whom to approach for further information on smoking cessation. The fact sheet 'Helping Smokers Quit' outlines the options available to assist smokers who want to give up.

A smoking policy that fails to offer support for smokers may cause resentment and resistance amongst the very group upon which the policy's working depends. It is therefore important to be sensitive and to understand the physical and emotional changes a smoker may go through whilst stopping smoking and breaking their addiction to nicotine. These changes could impact on behaviour and work performance in the short term.

Some of the most common side effects that may occur in the first few weeks or days of stopping smoking are:

Craving

An intense desire to smoke which can last 2-3 minutes before subsiding. Tends to come in waves throughout the day, peaking on the first few days, tailing off during the first 3-5 weeks.

Hunger

Nicotine suppresses the appetite and increases metabolic rate therefore stopping smoking may lead to intense hunger and weight gain.

Light-headed or dizzy feelings

As levels of carbon monoxide in the blood start to fall, the oxygen supply to the brain increases leading to dizziness.

Mood Swings, Inability to Concentrate, Irritability

Caused by the withdrawal of nicotine and missing the habit and comfort of smoking

A range of effective therapies which reduce these symptoms are now available on prescription.

HEALTH RISKS AND ISSUES HELPING SMOKERS QUIT

There has never been a better time to give up smoking. As part of a national campaign to help the 70% of smokers who say they would like to quit, Wirral has set up a NHS funded Specialist Smoking Cessation Service 'SUPPORT'.

SUPPORT offers a network of fully trained smoking cessation advisors at a range of venues across the peninsula. If you would like to find out more about this service and the latest treatments, available on prescription, then simply ring 0151 647 0211.

It's never too late to give up smoking and the benefits start almost immediately:

Time Stopped	Health Benefit
20 minutes	Blood pressure and pulse return to normal. Circulation improves, especially to hands and feet
8 hours	The oxygen level in the blood increases to a normal level and the risk of heart attack starts to fall
24 hours	Carbon monoxide leaves the body. The lungs start to clear out mucous and debris
48 hours	Nicotine is no longer found in the body. Sense of taste and smell start to improve
72 hours	Breathing becomes easier and energy levels increase
2 - 12 weeks	Circulation improves throughout the body. Walking and exercise become easier
3 - 9 months	Breathing problems, coughing, shortness of breath and wheezing improve. Lung efficiency is increased by 5 - 10%
5 years	Risk of having a heart attack falls to about half of that of a smoker
10 years	Risk of heart attack falls to the same as someone who has never smoked Risk of lung cancer falls to about half that of a smoker

HEALTH RISKS AND ISSUES LEGAL IMPLICATIONS

Knowledge about the health risks of second-hand smoking means that smoking in the workplace has become a health and safety issue and therefore, one that employers are legally obliged to address. The most relevant pieces of legislation are:

□ **The Health and Safety at Work etc. Act 1974**

Section 2 of the act places a specific duty on the employer:

To provide and maintain a safe working environment

- **European Community Health and Safety Law incorporated into UK law as The Workplace (Health, Safety & Welfare) Regulations 1992.** These regulations oblige employers to assess risks at work and to take measures to prevent them. Therefore

Rest rooms and rest areas must include suitable arrangements to protect non-smokers from discomfort caused by tobacco smoke

Non-smoking rest facilities must also be provided for pregnant women. These can be the same as those provided for non-smokers.

Failing to introduce a smoking policy may constitute a breach of an employer's statutory duty to safeguard the health of employees. However, inappropriate introduction of a smoking policy could give rise to claims of unfair dismissal or breach of contract. To ensure that a policy does not result in unfair dismissal proceedings:

- Introduce the policy over a period of time and with full consultation and assistance to smokers
- 12 weeks notice is required if an employer is changing the conditions of service or terms of contract
- The policy should be clearly communicated to all employees of the school
- The penalties for breach of the policy should be clear, consistent and part of the disciplinary code operating within the school

Do smokers have a right to smoke at work? Unless the contract of employment specifically states that smoking is allowed in the workplace the smoking employee does not have the implied right to smoke at work²³.

²³ The Health Education Authority. Smoking policy for the workplace: an update, 1999.

**IMPLEMENTING OR REVIEWING A POLICY
POLICY IMPLEMENTATION / REVIEW PLAN**

Name & address of premises	
Date	
<p>Establish a working party If you are a Health Promoting School your Health Promoting Schools Implementation Group could fulfil this role.</p> <ul style="list-style-type: none"> ○ Membership should represent both smokers and non-smokers ○ Clear remit ○ Realistic time table ○ Appoint a policy co-ordinator ○ Examine current practice - are there any particular problems? ○ If so how will problems be addressed? ○ Agree rationale ○ Set aims 	
Rationale for the policy (see pages 7-8)	
Define the aims of the policy	
Union / Health & Safety	

<p>Consultation process</p> <ul style="list-style-type: none"> ○ What will it consist of? ○ Who will be consulted? ○ What were the outcomes? 	
<p>Persons the policy applies to</p> <ul style="list-style-type: none"> ○ Staff ○ Governors ○ Pupils ○ Service users ○ Visitors ○ Contractors ○ Others 	
<p>Where does/will the policy apply</p> <ul style="list-style-type: none"> ○ State all areas to which the policy applies ○ What about smoking within the grounds or at entrances/exits? ○ If staff are to be provided with a smoking area - when is it appropriate for them to use it e.g. during official breaks only 	
<p>Action to be taken to assist staff who smoke</p>	
<p>Actions to be taken to inform staff and school users?</p> <ul style="list-style-type: none"> ○ Advertising vacancies ○ Interview ○ Appointment letters ○ Staff Handbook ○ Other 	
<p>Who is responsible for enforcing the policy? Are there any training issues related to this?</p>	

<p>Disciplinary action for staff who disregard the policy</p>	
<p>What action will staff be expected to take with visitors who are not respecting the policy?</p>	
<p>Establish a reporting mechanism for problems related to the policy?</p>	
<p>Finalised policy (see page 19)</p>	
<p>Implementing the policy</p> <ul style="list-style-type: none"> ○ Set a date - ○ Inform the staff & users 12-weeks prior to the implementation date to meet the requirements of employment law ○ Display the policy ○ Display signage 	
<p>Monitoring and update</p> <ul style="list-style-type: none"> ○ When will the policy be updated? ○ What will monitoring consist of? 	

PEOPLE/ORGANISATIONS WHO CAN OFFER HELP AND SUPPORT

Smoke Free Wirral Co-ordinator
Smoke Free Wirral Project Officer
Health Links
Specialist Health Promotion Service
3rd Floor Argyle Building
69-71 Argyle Street
Birkenhead
Wirral
CH41 6AB
Tel: 0151 647 1702

Smoking Cessation Services
SUPPORT
Specialist NHS Smoking Cessation Service
49, Hamilton Square
Birkenhead
Wirral
CH41 5AR
Tel: 647 0211

Health Promoting Schools Co-ordinator
Health Links
Specialist Health Promotion Service
3rd Floor Argyle Building
69-71 Argyle Street
Birkenhead
Wirral
CH41 6AB
Tel: 0151 647 1702

Health Promoting Schools Advisory
Teachers
Wirral Education Centre
Acre Lane
Bromborough
Wirral
CH62 7B2
Tel: 0151 346 6501

Wirral Schools Drug Advisor
Wirral Education Centre
Acre Lane
Bromborough
Wirral

Metropolitan Borough of Wirral
Personnel and Policy Unit
Wallasey Town Hall
Wallasey
L44 8ED

CH62 7B2
Tel: 0151 346 6501

Tel: 638 7070

Health Links Resource Library
49, Hamilton Square
Birkenhead
Wirral
CH41 5AR
Tel: 647 0211

**Metropolitan Borough of Wirral
Health and Safety Unit**
Solar Campus
235 Leasowe Road
Wallasey
L45 8LW
Tel: 666 5603

The Health Development Agency
Holborn Gate
330 High Holborn
London
WC1V 7BA
Tel: 020 7061 3390
www.had-online.org.uk

Healthwise
1st floor, Cavern Court
8 Mathew Street
Liverpool
L2 6RE
Tel: 0151227 4415
www.healthwise.org.uk

Health and Safety Executive
Information Centre
Broad Lane
Sheffield
S3 7 HQ
Tel: 0541 545500
www.open.gov.uk/hse

ASH
Action on Smoking and Health
16, Fitzhardinge Street
London
W1H 9LP
Tel: 0171224 0743
www.ash.org.uk

GASP
Stop smoking and tobacco control
resources
93 Cromwell Road
Bristol
BS6 5EX
Tel: 0117 942 5185
www.gasp.org.uk

Smoke Free North West
Regional Tobacco Policy Group
Tel: 0161 952 4104
www.smokefreenorthwest.co.uk

Don't Give Up Giving Up
NHS Smoking Helpline
Tel: 0800 169 0 169
www.givingupsmoking.co.uk

TobaccoPedia
The Online Encyclopedia
www.tobaccopedia.org

