

**SMOKE FREE**  
Hampshire & Isle of Wight

# Hampshire Smoke Free School and College Guidance

*For establishments covering 11 to 18 years*

produced by

**Smoke Free Hampshire and  
Isle of Wight Tobacco Control Alliance**

[www.smokefreehampshire.co.uk](http://www.smokefreehampshire.co.uk)

In line with the National Healthy Schools Programme



[www.hants.gov.uk/healthyschools](http://www.hants.gov.uk/healthyschools)

December 2008

## Acknowledgements

Smoke Free Hampshire and Isle of Wight would like to acknowledge the Berkshire Smoke Free Schools guidance pack, which was produced in 2006, in the development of this guidance.

## Further Reading

This document and appendices, including the model smokefree policy can be downloaded for your own use from the Alliance website at [www.smokefreehampshire.co.uk](http://www.smokefreehampshire.co.uk).

# Contents

<b>Introduction</b>	<b>3</b>
<b>The benefits and costs of a smokefree policy</b>	<b>5</b>
<b>How to introduce a smokefree policy</b>	
• <b>Action steps to introducing a policy</b>	<b>7</b>
• <b>What to include in a policy</b>	<b>9</b>
• <b>Consultation and communication</b>	<b>10</b>
• <b>Implementing the policy</b>	<b>12</b>
• <b>Monitoring and reviewing the policy</b>	<b>13</b>
• <b>Smoking cessation support</b>	<b>14</b>
• <b>Teething problems</b>	<b>15</b>
<b>Appendices</b>	
<b>1. Letter to parents</b>	
<b>2. Useful contacts</b>	
<b>3. Model smokefree policy</b>	

## Introduction

The Health Act 2006 made virtually all indoor workplaces and public places in England smokefree from 1<sup>st</sup> July 2007. This legislation means that all school or colleges are required to be smokefree in all enclosed, or substantially enclosed buildings. The legislation does not include outdoor areas. However, if you have been awarded the National Healthy School Status or are working towards it, the Status requires outdoor areas to be smokefree. The minimum evidence required to meet this criterion for the National Healthy Schools Status (2006) is as follows:

- The school is a smokefree site (exception: caretaker's house).
- Children/young people, staff, parent/carers and governors have been involved in the development of the smokefree site.
- The school is proactive in providing information and support for smokers to quit, e.g. promoting access to smoking cessation services for children, young people, staff and parents/carers. It may even provide these on the school site. Children and young people understand the Non-Smoking Policy and support it.

The new [PSHE education: Guidance for Schools](#) (November 2008), p.25 (available from [www.healthyschools.gov.uk](http://www.healthyschools.gov.uk)) also states that schools need to consider:

- Access to smoking cessation expertise: *does the school have access to smoking cessation expertise through the school nurse or other specialist agencies and do children, young people, staff and parents/ carers have access to this service?*
- Management of and guidance around smoking incidents: *are smoking incidents managed sympathetically with advice and guidance on cessation, as well as sanctions if appropriate? Is there clear guidance within school policies, such as the Behaviour Policy or the Drugs Policy, on how to manage smoking incidents?*
- Advertisement of legal requirements around smoking: *how has the school advertised the legal requirements under the smoke free legislation and how does it encourage observance?*

## The Whole School Approach to the National Healthy Schools Programme

<http://www.healthyschools.gov.uk/Uploads/Resources/b0ae5c96-4f17-4878-84ac-539f12adff32/HS%20Whole%20School%20Approach.pdf>

also emphasises that the role of the school/college is to promote an ethos and environment that supports and promotes physical and emotional health and wellbeing. It stresses the importance of including young people in decision making.

To enable school or colleges to institute the most effective policy on smoking, the Smoke Free Hampshire and Isle of Wight Tobacco Control Alliance has put together this guidance. The guidance provides suggested actions for implementing a new policy, or revising your existing policy with the minimum disruption to those working and attending your school or college or living nearby. The guidance is applicable for establishments covering 11 to 18 years.

The Smoke Free Hampshire and Isle of Wight Tobacco Control Alliance is a partnership between Local Authorities and NHS Trusts. The Alliance works closely with Hampshire Healthy Schools and the Hampshire Health, Personal Development and Wellbeing Team. The main areas of work of the Alliance are to:

- Promote smoke free environments.
- Prevent young people from starting to smoke.
- Promote specialist help for smokers to quit.
- Protect from illegal tobacco sales.

## Benefits/Costs of a Smokefree Site Policy

### Benefits

- A smokefree site policy will set a good example to students and makes clear the school or college's stance on smoking. It will promote an enhanced image of the school or college.
- It gives a powerful message to children and young people that smoking is socially unacceptable. The policy will help to reshape the smoking norms of the people it affects. This means people will come to accept 'no-smoking' as the norm rather than smoking.
- It contributes to the development of a health promoting school or college and strongly reinforces a school's Personal, Social and Health Education programme.
- It encourages young people not to start smoking and helps smokers to quit and stay stopped.
- It provides a healthier and more pleasant working environment.
- The policy will help keep the school or college grounds litter free.
- It will promote reduced absenteeism from reduced smoking. It is increasingly recognised that smokers are more prone to illnesses, absence and accidents than non-smokers. Surveys suggest that smokers take 1.5-2 times more sick leave than non-smokers. Secondhand Smoke also contributes to ill-health.
- The policy will demonstrate that the health, safety and welfare of all employees and students is valued.
- It will reduce misunderstandings and conflicts regarding smoking. By writing the policy and keeping it as a formal policy, there can be no disputes over the school or college's position. A signed, written document can be especially useful in instances of non-compliance.

## Costs

- The time needed to negotiate, implement and monitor the policy. A new policy is not always easy to introduce and can take time. However, the benefits make this time and effort worthwhile.
- Risk of neglecting smokers' needs.
- Smoking visitors or employees may disagree with the new policy, with regards to not being allowed to smoke outside where the risks and problems of smoking are less obvious. This is why it is vital to consult the relevant people before introducing the policy and make sure they understand the reasons for the policy.
- Publicising and communicating the policy.
- A small initial outlay may be required when implementing the policy for letters and signage, etc.
- Neighbours may object to smokers congregating outside their homes or businesses and dropping litter, once the smokers are no longer allowed to smoke on the school or college site. It is therefore important to consult with these neighbours during the development of the policy.

# How to Introduce an Effective Smokefree Policy

## Action Steps to a Smokefree Policy

The following steps are provided as a guideline and should be modified and tailored to fit each school or college's need:

- Identify a coordinator: someone with sufficient skill and seniority to take responsibility for the policy.
- Set up a working group.
- Involve key people and representatives from the school or college community, e.g. members of the governing body, teaching and non-teaching staff, the health and safety and union representatives, school and college councils. It is particularly important to involve young people, in line with the PSHE Guidance for Schools (See Introduction, p.3). This is important as it allows both smokers and non-smokers to have their say. Relevant groups may already exist such as a Healthy Schools Task Group.
- Review current practice in the school or college.
- Establish a rationale for a smokefree policy.
- Establish why a policy is needed and what the benefits would be. The reasons for adopting the policy are clearly set out in 'The Benefits of a Smokefree Policy', p.5.
- Raise consciousness in the school or college and consult all concerned. Consider an anonymous questionnaire to staff and students and disseminate results to staff, parents, governors and students. Raising awareness is possibly the most important aspect of introducing the policy. See section on 'Consultation and Communication' on page 10.
- Prepare a draft policy.

- Read the 'What to Include in a Policy' section on p.9 and use the model policy provided in Appendix 3 at the back of this guidance.
- Evaluate the draft policy. Show it to members of the working group and the whole school or college community. Gather their feedback and seek approval from senior management and governors for the new policy.
- Governors or governing body sign and adopt the final policy.
- Announce and communicate the final policy.
- Send a letter home to parents as the policy may affect them at social events such as fetes etc. Use the example letter provided in Appendix 1.
- Inform students in school assemblies, newsletters, etc.
- Implement the policy.
- Monitor and review the policy.
- It is important to monitor how the policy is working and if there are problems to identify what is causing them.

## What to Include in a Smokefree Policy

A smokefree policy constitutes a rule by which all those who work in and visit the school or college are bound. A model policy has been included in this pack in Appendix 3. In essence, a smokefree policy should provide clear, specific and unambiguous information, following these basic guidelines:

### WHY?

Explain the rationale behind the decision.

### WHERE?

Identify where the policy applies, e.g. buildings, grounds, vehicles, at school or college events and trips. Remember that the policy applies at all times.

### WHO?

Identify to whom the policy applies: staff (teaching and non-teaching), governors, students, visitors, contractors, community users, etc. Consider the fact that it is illegal for under 18s to purchase tobacco and therefore should not have access to tobacco at all during the school or college day.

### WHEN?

Identify the implementation date and explain any phased approach, giving timescales and the nature of any transitions.

### WHAT HAPPENS NEXT?

- Identify how the policy will be monitored and reviewed.
- Provide information about the support for smokers who wish to give up and sources of further information to help the staff, students and parents/carers.
- Include details of sanctions which may be implemented for breach of the rules as appropriate.

## Consultation and Communication

It is an essential element of policy development to consult the whole school or college community. 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, students and parents/carers may be needed.

Even where an existing practice is purely being formalised into a written policy, everyone needs to be kept informed.

They will need to know:

- Why the school or college is developing a smokefree policy.
- The benefits of a smokefree policy.
- Health risks of secondhand smoke.
- How smokers can get help if they wish to stop smoking.
- What the school or college's policy will mean in practice.
- How the policy will be monitored and reviewed.
- Response to breaches of the policy.

The policy must be communicated to all who will be affected by it including all staff, governors, students, PTA, 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:

- In staff handbooks, health and safety policy, school or college prospectus, etc.
- In the formal terms and conditions which apply to the school or college, e.g. in contracts of employment.
- Job advertisements.
- At job interviews and in job descriptions.
- At staff meetings.
- At school council meetings.
- On notice boards.
- Signs for visitors in reception. Allowing students to design these will help them feel part of the process of developing a smokefree school or college site.
- Letter to parents.
- The school or college'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 or sports facilities leased by the school or college to other users.
- In-service specifications for contractors.

## Implementing the Policy

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

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

- 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 to employees before introducing a new rule, such as smoking restrictions.
- Publicise the policy to all who need to know.
- Place clearly visible signs and notices where most needed to ensure compliance with the policy. You can download signs from (<http://www.smokefreeengland.co.uk/resources/guidance-and-signage.html#signage>).



- Students could be involved in designing posters/signs for the school or college.
- Implementing the smokefree policy means that agreed sanctions for breach of this rule also come into force.
- Ensure smokers are aware of the support available to help them adapt to the policy (preferably before the policy is introduced). The smokefree policy co-ordinator should act as the contact for further information.
- Ensure the smokefree policy is written into all the relevant school or college documentation.

## Monitoring and Reviewing the Policy

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 smokefree policy relevant and up-to-date, so a monitoring procedure needs to be established to address any difficulties which may arise. The responsibility for this should rest with the smokefree policy co-ordinator or the health and safety representative.

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 biannually to check:

- Is the policy working?
- Are there any problems?
- How are the problems handled?
- Is the policy having the desired effect?
- Incidence of breaches, which may show that some aspects need to be reviewed quickly.
- Is the policy keeping abreast with any changes in health and safety laws?

## Smoking Cessation

Quit4Life is commissioned by Hampshire Primary Care Trust and is a free service for anyone wanting to quit smoking. Quit4Life offers a range of approaches to help smokers quit, including group sessions, which can be held on site, one-to-one support, drop-ins, texting and telephone counselling, with access to Nicotine Replacement Therapy (NRT) and other drug treatments. NRT is also available if the smoker is pregnant. If the smoker does not pay for their prescription, then the NRT will be free.

### Young People

Anyone who wants to give up smoking can receive free support from Quit4Life. It doesn't matter if they are under 16 – they can come along to one of the sessions, perhaps with a friend for support, or they can have one-to-one help and advice from someone who is experienced in working with younger people. They can also go along to a drop-in or visit their local Pharmacist. Young people from the age of 12 can have Nicotine Replacement Therapy (NRT) on prescription for 8 weeks direct from the Stop Smoking Adviser, without having to go through their Doctor. The service is entirely confidential. Quit4Life can run sessions in any setting, including schools, colleges and youth groups.

Quit4Life also stock a range of leaflets and cards on their services and would be happy to forward bulk quantities to schools or colleges.

Contact the local team on 0845 602 4663, text QUIT to 60123 or visit the website [www.Quit4Life.nhs.uk](http://www.Quit4Life.nhs.uk):

- For details of Stop Smoking Courses available locally.
- To discuss in-house or external services for staff.
- To discuss school or college based services for students.
- For posters and leaflets to display in communal areas.
- For 'No Smoking Day' publicity materials – note: No Smoking Day is held on the second Wednesday in March every year. Visit [www.nosmokingday.org.uk](http://www.nosmokingday.org.uk).

## **“Teething problems”**

The development of a smokefree policy will need to be handled in a sensitive way, focusing on where smoking takes place as the issue, not on smoking or on individual smokers. Possible responses to some of the problems which may arise are offered:

### **Smokers may feel discriminated against**

Stress that the policy is not about who smokes but where and when smoking takes place. Set out the school or college’s health and safety responsibilities and the need to keep abreast of changes in health and safety law. Point out that perhaps when the smoker began work, secondhand smoke was not seen as the hazard 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.

### **Smokers may feel unable to cope with the policy**

Reassure smokers that help is available for them to adjust to the policy. Non-smokers will need to be understanding towards smokers who are trying to give up, being aware of what smokers go through whilst trying to stop.

### **Staff and visitors may not agree with smoking being banned outside on school or college premises**

Explain how the policy provides a good opportunity to set an excellent example to students and present the school or college in a positive light. Show how evidence suggests that a stringent smokefree policy for all can reduce adolescent smoking rates. Re-emphasise the health and safety risks of smoking.

### **Staff may 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 smokefree policy. 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 smokefree policy need to be kept separate from disciplinary issues relating to a teacher's performance of professional duties.

### **Visitors may not comply with the policy**

This can put employees in the sometimes 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 who will be affected by it. Appropriate signage will ensure everyone is aware that the school or college is a smokefree site. Students could be involved in designing their own no-smoking signs.

### **Smokers may continue to smoke outside**

Ensure that the entire school or college premises are covered by the policy. Point out the influence that adults can have on young people and the importance of role-models. Highlight the contradiction between teaching about the dangers of smoking and being seen smoking on school or college premises.

Remember, it is always your right to protect the health of the whole school or college community. If people believe the policy is an infringement on their rights to smoke, point out that non-smokers' rights to work, learn and socialise in a smokefree environment should always come first.

### **Smoking staff may insist on a smoking break**

By law, employers must give staff an uninterrupted rest break of 20 minutes when their daily working time is more than six hours. (For staff under 18 this is one half hour break after four and one half hours). Staff can, of course, smoke during their rest period, if they choose, but by law they must not smoke in an enclosed or substantially enclosed area. The policy should be clear about where and when staff are allowed to smoke, i.e. if they want to smoke, then this would be in their own time and off site.

## Neighbours may complain about smokers and litter

By restricting smoking on the school or college premises, smokers may smoke outside the boundary near local houses or businesses. If the school or college requires the students to wear uniform, then it is important that the policy states whether or not students are allowed to smoke in uniform outside the premises and the subsequent consequences for doing so. As it is illegal to purchase tobacco under the age of 18, then the school or college would be in its rights to insist that all students under 18 are not allowed to go off site to smoke during school or college time (as they should not have access to tobacco at all). Colleges with students aged over 18 will need to consider whether their policy should apply to *all* students to avoid complications and confusion. If teaching or support staff are smoking outside neighbours' property in their own time, point out that they are not setting a good example for students.

If cigarette litter is a problem, point out that dropping litter is an offence. If this problem persists, then contact your Local Authority to run a localised campaign on litter. The threat of a Fixed Penalty Notice may reduce this problem. A "stubbi" type pouch in which to place their used cigarette ends could be another option (available over the internet).

## Students may flout the policy

The school/college must have a clear policy on the consequences for a student if found breaching the smokefree policy. These consequences must be determined after consultation with students, welfare and teaching staff and communicated fully throughout the school/college. If appropriate, young people should be directed to NHS Stop Smoking support services.

# Appendix 1

## Letter to Parents

Dear Parent

A new smokefree policy will take effect at the school/college from .....date..... The smokefree policy means that smoking is not allowed anywhere or at any time over the entire school/college premises including outside grounds and at all social and fundraising events. Students will not be allowed to smoke in school uniform or at any time during the school/college day, on or off-site.

The policy will provide a strong message to students, parents and staff that is consistent with our education programmes and with the fact that smoking is the largest preventable cause of disease and death in the UK today.

We support a smokefree policy because we are committed to improving the health of all our staff and students, as well as that of other members of our school or college community. We also recognise the important role that teachers, parents and other adults have in influencing the attitudes and smoking behaviour of children and young people.

We seek your support in maintaining .....name of school/college..... as a smokefree community.

Yours sincerely

Headteacher  
Chair of Governors

## Appendix 2

### Contact List

#### **Smoke Free Hampshire and Isle of Wight**

Aldershot Centre for Health  
Quit4Life Offices  
Hospital Hill  
Aldershot  
Hampshire  
GU11 1AY

Tel: 01252 335148

Fax: 01252 335123

Website: [www.smokefreehampshire.co.uk](http://www.smokefreehampshire.co.uk)

#### **Quit4Life NHS Hampshire Stop Smoking Service**

Hampshire PCT  
Aldershot Centre for Health  
Hospital Hill  
Aldershot  
Hampshire  
GU11 1BH

Telephone: 0845 602 4663

Text: QUIT 60123

Website: [www.quit4life.nhs.uk](http://www.quit4life.nhs.uk)

#### **Hampshire PCT Public Health Resource Library and Information Service**

Hampshire PCT  
Aldershot Centre for Health  
Hospital Hill  
Aldershot  
Hampshire  
GU11 1BH

Tel: 01252 335133

Fax: 01252 335101

Website: [www.healthresources.hantspct.nhs.uk](http://www.healthresources.hantspct.nhs.uk)

#### **Healthy Schools Team**

The Healthy Schools team is a multi agency team which consists of both health and education colleagues. The team is able to offer support and guidance to schools across Hampshire.

Website: <http://www3.hants.gov.uk/healthyschools>

# Appendix 3

## Model Policy for a Smokefree School/College

### 1.0 Aim

To create a smokefree school/college.

### 2.0 Objectives

The objectives of the policy are:

- To provide a smokefree school/college environment for everyone.
- To provide young people with a consistent message regarding tobacco and drug use and appropriate role models.

### 3.0 Rationale

- Smoking is the single most preventable cause of premature death and ill health in the UK.
- Secondhand Smoke – ‘breathing other people’s tobacco smoke’ causes at least 1,000 people to die a year. It has been shown to cause lung cancer, heart disease and cause the onset of asthma, chest and ear infections and cot death in children. It also leads to over 50 children being admitted to hospital per day. 80% of smokers take up the habit as teenagers with 450 children start smoking every day (ASH).
- The school/college under the Health and Safety at Work Act (1974) has a duty of care to provide a healthy work environment.
- The Health Act 2006 requires all indoor workplaces to be smokefree and for smokefree signage to be placed at all entrances. This includes schools/colleges.
- Schools/colleges have a major role to play in health education and prevention.
- Young people need to receive consistent messages and require non-smoking role models within the school/college. It has been shown that the biggest factor affecting youth smoking is prevalence of adult smoking and young people’s exposure to seeing smoking (ASH, 2004).

#### **4.0 Restrictions on smoking within the workplace**

Smoking will NOT be permitted in any part of the school/college premises, within the entrance area to the school/college or on land adjacent to the school/college building (car park, garden areas, walkway, etc.) where this forms part of the school/college premises.

The enforcement of this total smokefree policy will be the responsibility of all designated responsible persons within the school/college. The school/college's disciplinary procedure will apply for dealing with employees who breach the smoking ban at work. Employees who raise genuine concerns about breaches of this policy will be protected from victimisation.

This policy applies to employees, students, parents, visitors, members of the public, contractors and others working or using the school/colleges premises or vehicles. This policy will be clearly advertised and visitors to the school/college will be informed of the policy.

Staff are authorised to ask non-employees who breach the policy to leave the premises.

The smokefree policy will apply to all activities held in the school/college including before and after school/college sessions and any meetings organised which are attended by school/college employees as part of their work and/or visitors to such meeting/events.

Employees should avoid being seen smoking in public in sight of students, parents and visitors in order to reinforce a comprehensive approach.

#### **5.0 Designated smoking areas**

There will be NO designated smoking areas provided within the school/college premises. This policy is in line with the National Healthy Schools Status criteria.

#### **6.0 Student Smoking**

Students will not be permitted to smoke during the school/college day, either on the premises or outside neighbouring areas. Students will not be permitted to smoke in uniform at any time. Non compliance by students will be dealt with in agreement of the school/college's Disciplinary Procedure [agreed consequences may be inserted into the policy at this point].

#### **7.0 Facilities for Smokers**

No facilities for smoking in the workplace will be provided although support will be given to smokers to assist them to stop smoking (see paragraph 9.0).

## **8.0 Vehicles**

The smokefree policy will apply to all school/college owned/hired/leased vehicles. No-one will be allowed to smoke inside any school/college owned/hired/leased vehicles. This is required by the Health Act 2006. Employees are asked to refrain from smoking in their own vehicles, when used on school/college business and when carrying passengers.

## **9.0 Help with smoking cessation**

The school/college will support employees and students in school/college wishing to give up smoking by advertising and promoting the Hampshire PCT NHS Stop Smoking Service (Quit4Life) and through both regular health promotion activities and specialist advice regarding health promotion activity. Quit4life will provide the school/college on request with information on giving up smoking and services to support school/college staff, students and parents/carers (either on or off site). Where practicable, requests from employees to attend smoking cessation programmes during working hours will be supported. Educational resources for use in the curriculum are also available through the Hampshire PCT Public Health Resource Library and Information Service ([www.healthresources.hantspct.nhs.uk](http://www.healthresources.hantspct.nhs.uk)).

## **10.0 Signage**

A5 No Smoking Signs will be displayed at all main entrances to the school/college buildings (as required by the Health Act 2006). Suitable posters will also be displayed in school/college areas to create a positive visual message which supports a smokefree working environment.

## **11.0 New Buildings**

This policy will apply equally to all future premises at the design stage of any new building, and refurbishment or relocation project.

## **12.0 Appointments**

This is a Smokefree School/College and this should be made clear within all its appointments procedures, staff handbooks and school/college prospectus.

## **13.0 Links**

- **Health and Safety**

The above policy on smoking at work forms part of the school/college's Health and Safety Policy arrangements.

- **Healthy Schools**

The policy was developed in line with recommended good practice from the National Healthy Schools programme.

- **Drug Education**

Cigarettes contain nicotine, which is a drug, thus linking the School/College's Smokefree Policy to its drug education/ drug incident management policies that are based on the current DFES guidance. Ref: DfES (February 2004) *Drugs: Guidance for Schools*

DfES/0092/2004:  
<http://www.teachernet.gov.uk/wholeschool/behaviour/drugs/> See [insert reference to the school's current related policies]

- **Council Policy**

This Smokefree Policy also falls in line with recommendations by Hampshire County Council.

#### **14.0 Review**

This will be reviewed after one year, and thereafter every three years. This policy was adopted by the Governing Body at its full meeting in the:

Term (year)

Please indicate date:

Signature (Chair of governors) \_\_\_\_\_

Date: \_\_\_\_\_

First Review Date: \_\_\_\_\_  
(After one year)

Second Review date: \_\_\_\_\_  
(After three years)

#### **15.0 For further information**

If you require any further information, require a copy of the policy or have any comments about the Smokefree Policy contact your local lead within the School/College:

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Alternatively the policy can be located in the master Policy file on the read only file: .....