SMOKEFREE AUDIT TOOL

SMOKEFREE POLICY FOR:		
1. Building Healthy Public Policy: There is a commitment to Smokefree policy	**Yes**	**No**
• Smokefree Policy is implemented with a plan to review • Named staff are responsible to monitor the Smokefree Policy • Budget is allocated in the organisations operational plan to implement Smokefree Policy		
2. Creating Supportive Environments: The support for Smokefree environments is well communicated	**Yes**	**No**
• Smokefree Policy is evident in staff recruitment and orientation processes • The organisation supports local or national Smokefree activities • Family oriented events are designated and advertised as Smokefree (with special reference to Councils) • The public is informed of Smokefree policy (with signage, it is visible on the website etc.)		
3. Re-orientating Service Towards Health: Staff are aware of the 2025 goal and know how to inform people about the organisations Smokefree policy	**Yes**	**No**
• All staff are educated about the 2025 goal for a Smokefree nation • All staff know to inform people about organisations Smokefree policy • Public places and outdoor spaces are completely Smokefree (with special reference to Councils)		
4. Developing Personal Skills : Information about stopping smoking is available to all staff and the wider public	**Yes**	**No**
• Staff members are informed on a regular basis about the support and help available to stop smoking (internal communications etc.) • Information on smoking and stop smoking methods are widely available in the organisation • Key staff are are encouraged to attend further stop smoking training as and when it becomes available locally		

5. **Strengthening Community Action: Staff and the wider public are consulted about Smokefree policy development**	Yes	No
• Staff and the wider public are consulted about Smokefree policy		
• There are easy and multiple ways to provide feedback about Smokefree policy		
• Local Smokefree coalitions have recognised the commitment publicly (for example, in media, by way of an Award etc.)		

Audit completed by:
Team review held on: Name of people informed about audit (within Southern DHB Teams, local Smokefree Coalitions, other stakeholders) and date
Points for action: **Examples –** • Provide named representative with Smokefree policy template • Help organisation access Smokefree signage • Provide information about World Smokefree Day, Stoptober etc • Facilitate access to Smokefree snippets for organisations newsletter • Organise Smokefree 2025 training for organisation • Ask Resource Coordinator to send down a Smokefree sample pack (pamphlets / posters etc.) • Add organisation to mailing list for local Smokefree coalition • Nominate organisation for Smokefree Award or recognition in media • Write a submission for stakeholder group to sign
Please complete the following to record outcome of audit and team discussion – Y:\PHSstructure\SP2010\Health Promotion\Tobacco\Programme Planning and Evaluation\Smokefree Environments Action Plans
Signatures person completing the audit:
Signature of person/people informed about audit:
Date:

Using the Smokefree Environments Audit Tool

This tool has been developed by the Smokefree Team to assess the current quality of Smokefree environments and support the extension of Smokefree environments across the Southern district. It is informed by the 5 action principles of the OTTAWA CHARTER.[1]

Independently or alongside of our coalition partners we are able to assess and action the following:

Building Healthy Public Policy

Survey the public or a select group about their preferences in Smokefree policy development, for example:

- Question - Would you support this named space being designated Smokefree?

- Record – By quantitative (count of number) and qualitative (detailed) responses (be creative, you can use video, survey, tally, blog to do this)

- Use data – In submissions, letters, media releases, Smokefree South Facebook page etc.

Creating Supportive Environments

Undertaking an environmental audit; this may include a survey of signage, butt bins and butt counts, for example:

- Question – Is the placement and quality of Smokefree signage effective? Has the butt litter reduced in areas where there is clear Smokefree signage (using a pre and post signage butt count as a measure)?

- Record – The visibility of signage (may use photos, tally, and public survey) or a count such as the quantity of butts or butt bins.

- Use data – To inform submissions, in letters and media releases to support Smokefree environments messages.

Reorienting Services

- Convey the results of independent surveys and environmental audits with clear recommendations for action to organisations in letters, submissions to the annual plans of local authorities and in media releases (via local Smokefree coalitions).

Developing Personal Skills

- During surveys and environmental audits provide the public or a select group with information about Smokefree and ways to raise their concerns with the organisation, via contact names and numbers provided by the organisation (check contacts before beginning this work).

Strengthening Community Action

- Interview visitors to the site and seek their support for Smokefree outdoor public places; note number who support, number questioned and date. You may want to video interview or photograph respondents and seek their permission to use their video in submissions to local authorities and media releases for example.

You may want to interview a select group, for example a staff or a parent community from a kindergarten that backs onto a playground or park. The organisation may be willing to help front submissions or provide written evidence in submissions to local authorities and media releases

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[1] http://www.who.int/healthpromotion/conferences/previous/ottawa/en/ (The OTTAWA Charter for Health Promotion 1986)