



Clean air events – helping you to do it

ASH Scotland can support you to develop your organisation's clean air events policy and approach to implementation. We can offer guidance and support during your planning process and offer signage graphics to help you promote positive messages, demonstrating **your organisation's commitment to creating a culture and environment** which is safe, provides clean air spaces for all and promotes healthy lifestyle behaviours.

Benefits of a clean air event policy

The health and social impacts of tobacco are well known. Creating clean air events protects everyone from the harm caused by second-hand smoke while promoting a smoke-free culture. Benefits of creating a clean air event to your organisation include:

- A healthier and safer environment for all delegates, staff and volunteers.
- Models smoke-free living to children and young people.
- Reduces the risk of fire, litter and related clean-up costs at the venue of your event.
- Enhancing the organisation's profile as a leader in changing culture around tobacco.
- Supporting the Scottish Government's national tobacco strategy for a generation free from tobacco by 2034.

Steps to developing a clean air policy for your event:

1. Identify and promote the rationale to the working/advisory group for making your event a clean air event:
 - ASH Scotland information can help you to articulate the case for why your events should be clean air events.
 - Get buy-in from **the organisation's management** and key partners involved in the event.

- Consult with staff and promote the rationale and the responsibility of all staff for implementing the policy.
2. Identify the status quo:
 - What is the existing tobacco policy at the venue where your event will be taking place?
 - Are the grounds already smoke-free?
 - Are there designated smoking areas already in place? Will the location of any designated areas undermine a clean air policy?
 - What is your organisations existing tobacco policy and other key health prompting drivers to inform the policy?
 - How is vaping/e-cigarette use treated within both these existing policies?
 3. Creating a clean air policy statement for the event:
 - Identify the scope of the clean air policy, stating where the policy applies, who it applies too, who is responsible for implementing it and if it refers to a complete smoke-free or partial smoke-free (utilising designated areas) policy.
 - Identify any practical limitations and state any exemptions that apply such as designated smoking areas/shelters at the venue, areas where vaping may be permitted.
 4. Implementing the clean air event policy:
 - Develop positive messages and identify opportunities to promote the policy prior to and on the day.
 - Promote via the **organisation's webpages, promotional emails, information for presenters**, organisations taking market place stalls and delegates information.
 - Communicate the policy to delegates through the welcome and housekeeping presentation by the Chair of the event, announce reminders periodically during the event, display signage at the entrances/exits to the venue and other areas identified as being smoke-free.
 - Include in the delegate evaluation, questions which allow the organisation to assess if delegates felt the event being smoke-free had a positive impact on their experience and overall ethos of the event.
 5. Evaluation
 - Reflect on the event evaluation by delegates, observations and conversations by staff with those not complying with the event policy to inform future events.

ASH Scotland can provide information, resources and awareness raising on tobacco for the organisation. We can attend planning meetings to facilitate discussion around clean air policies for the event and provide feedback on written policies and evaluation questions. Contact Emma Papakyriakou at EPapakyriakou@ashscotland.org.uk or call 0131 2209484.

(Organisations Name) clean air event policy for [name the venue] on (date of event)

Purpose

(Organisation's name) is commitment to creating a culture and environment which is safe, provides clean air spaces for all and promotes healthy lifestyle behaviours.

Policy statement

This document is a statement of policy and procedure of (name of organisation). It outlines the **organisation's intentions regarding the provision of clean air events, in particular taking into account** the existing requirements of Health and Safety at Work Regulations 1999 and the Workplace (Health, Safety and Welfare) Regulations 1992, the Smoking, Health and Social Care (Scotland) Act 2005 and the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006. The policy statement extends beyond the legislation and will implement a clean air policy to ensure the event is smoke-free and reduces the risk of second-hand smoke and removing the visibility of smoking from the entrances and exits to the event venue.

Scope

- The clean air policy has been developed by (name of organisation/planning group).
- Smoking is prohibited throughout the venue and surroundings (including buildings, entrances and exits) with the exception of designated smoking shelters, if they are provided by the venue.
- Vaping is restricted to the identified vaping area, separate from any designated smoking areas.
- The clean air policy is applicable to all staff, volunteers and delegates attending the event.
- Electronic cigarettes or nicotine delivery devices are included in the clean air policy as the extent to which they appeal to young people is still uncertain. While the risk to health from inhalation is unknown it is expected to be significantly less than from tobacco use and therefore restrictions on electronic cigarette use will be in place but less restrictive than limitations on tobacco use.

Implementation

(Organisation's name) clean air policy will be implemented through the following measures:

- The clean air policy will be communicated to all staff, volunteers and delegates prior to the event.
- Staff will be able to access information to support the implementation of the policy at the event.
- The event will be marketed and promoted as being a clean air event.
- There will be clear signage at all entrances and exits.
- The policy will be communicated to all delegates in the welcome/housekeeping presentation and periodically reinforced throughout the event if required.
- Information will be available at the event on the benefits of being smoke-free and promoting stop smoking support/services.

Building compliance

All staff will be responsible for reinforcing the policy and ensuring compliance. Any person smoking will politely be asked to stop and be reminded about the clean air policy for the event.

Policy review

This policy will be reviewed after the event and then on an annual basis to ensure that the policy is sustained, effective and up to date.

Policy agreed byOn(date) (Head of event organisation)