

H5: SMOKING CESSATION/RESPIRATORY HEALTH – MONITORING TEMPLATE

About the monitoring template

As part of the agreed monitoring process for the Public Health Responsibility Deal, partners will be required to submit an annual update to the Department of Health so that we can place this information on the website. In this annual update, partners will set out the progress they have made against each of the pledges they have signed up to. They will also have an opportunity to set out the next stage of their plans.

The Responsibility Deal networks have developed a standardised monitoring template for each of the collective pledges. Guidance notes, intended to assist partners in completing the templates, are included within the template.

This is the monitoring template for pledge **H5. Smoking Cessation / Respiratory Health**, which supports the Responsibility Deal's core commitment on health at work.

Further information on this pledge can be found at:

http://www.dh.gov.uk/en/Publichealth/Publichealthresponsibilitydeal/BecomingaResponsibilityDealpartner/DH_125222

This template has been made available in document format. The Department of Health is in the process of developing a web-based platform, which would enable partners to complete their annual updates online. We expect this system to be available by the end of February 2012.

All the information that partners will be asked to provide in the monitoring templates will be made publicly available on the Responsibility Deal website - <http://responsibilitydeal.dh.gov.uk/>. Consequently, partners should not include any information in their templates which cannot be disclosed.

The Department of Health will not provide any detailed analysis or commentary on the information provided by partners when they are published online.

Health at Work Core Commitment

We will actively support our workforce to lead healthier lives.

H5. Smoking Cessation / Respiratory Health Pledge

We will encourage staff to stop smoking, by facilitating on-site stop smoking support services or by encouraging them to attend local stop smoking services during work time without loss of pay. We will take action to reduce other risks to respiratory health arising in the workplace.

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Section A – Summary of pledge delivery plans

About Section A

In this section, partners are asked to set out their plans to meet the pledge. Partners will be asked to complete and return this section to the Department of Health within six weeks of signing up to the pledge.

Please indicate how you intend to meet this pledge.

Please describe the steps/activity you intend to undertake to deliver this pledge; when and where this will be taking place; and details of your rollout/implementation timetable etc. For example, you could indicate here how stop smoking support and respiratory health in the workplace fits within an overall approach to workplace health in your organisation.

You may cross-refer to other documents or reports. Please provide web-links where appropriate.

There is a 500-word limit when completing this section. All of the information provided here will be published on the Responsibility Deal website.

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Section B – Progress Update: Quantitative

About Section B

This section includes a series of quantitative measures that are intended to map partners' progress on delivering against the pledge. Partners will provide information against each of the measures as indicated.

Partners will be asked to return this section to the Department of Health by the **end of April each year**. Partners will be asked to provide their most up-to-date information and to make clear the period to which their information applies.

All of the information provided here will be published on the Responsibility Deal website.

1. Please give an estimate of the percentage of your staff who are smokers?

2. Do you provide stop smoking support either on-site or via links with a local stop smoking service?

Yes/No

3. If you can, please estimate the percentage of smokers that access that provision:

4. Do you assess the health of your workforce with particular reference to respiratory health other than that caused by smoking e.g. any surveys you have undertaken, do you monitor self-certifications, fit notes to identify potential problems?

Yes/No

5. a. Do you provide ventilation air conditioning?

Yes/No

- b. if so, do you check its effectiveness?

Yes/No

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Commentary

If you wish, you may provide a short commentary on the data provided in this section, perhaps including results of any surveys. There is a 200-word limit when completing this section

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Section C – Progress Update: Qualitative

About Section C

Completion of this section of the template will be **optional**. Partners wishing to complete this section will be asked to return it by the **end of April** each year.

All of the information provided here will be published on the Responsibility Deal website.

Please set out the progress you have made this year on delivering this pledge.

This section provides you with an opportunity to describe the progress you have made on delivering against this pledge and the changes you have implemented in order to deliver this commitment. You may wish to indicate if your delivery plans (as set out in your Section A) had to be modified and whether there were any unintended consequences that arose from your delivery of the pledge.

You could indicate here the means whereby you provide information to staff on help available to stop smoking and how they can access stop smoking services (SSS) e.g. leaflets, use of notice boards, staff newsletters, intranet.

If you have links with a local stop smoking service e.g. NHS Stop Smoking Services, for information, advice and support, can you identify the service and the type and level of support offered e.g. is it on or off-site support. Do you offer staff access to local SSS during working time without loss of pay? Have you undertaken any training on recognising and avoiding respiratory disorders either caused by smoking or other problems? Have you taken any other action such as flu inoculations?

You may wish to direct interested observers to company documents or reports where you have already given details of progress on your Responsibility Deal pledges. If appropriate, please provide a web-link.

There is a 500-word limit when completing this section.

Please set out how you intend to make further progress on delivering this pledge.

For example, any results of monitoring and evaluation indicating the need for further action or a different approach etc.