

	Training Towards (3-6 months)	Bronze (6-12 months) HAVE ALL OF TT IN PLACE - PLUS	Silver (12 – 36 months) HAVE ALL OF BRONZE IN PLACE - PLUS	Gold (12 - 48 months) HAVE ALL OF SILVER IN PLACE - PLUS
COMMITMENT	Commit to HBHM via Student Association and/or senior management	Membership of SSS	Demonstrate widespread awareness of key HBHM messages/principles	Wednesday afternoon time off for physical activity, sport and wellbeing opportunities
	Agree to use official artwork across all relevant project output	Agree resources and budget for HBHM related activities	Dedicated online space(s) for signposting to resources and/or support	Long-term plan for physical activity and sport within institution
	Sign up for the Student Mental Health Agreement project	Consult SSS on Physical Activity Aspect of future Student Mental Health Agreement	Physical activity and HBHM specific targets within Student Mental Health Agreement	Long-term plan for mental health and wellbeing (may be linked to above)
	Sign SAMH Scotland's Mental Health Charter for Physical Activity and Sport	Submit SAMH Declaration of Support and Action Plan	Full review of existing smoke-free policy	New/Revised smoke-free policy implemented
	Sign Scotland's Charter for a Tobacco-free Generation (TGF)	Complete TGF Charter reporting at 6 and 12 months		
ORGANISATION	Join HBHM basecamp group	Write HBHM Action plan including integrated communications activity	Reflect HBHM aspects in job descriptions of relevant staff	Dedicated staff for physical activity and sport within Student Association or institution
	Establish HBHM staff lead/group OR assign responsibility to existing group	Map current community provision for physical activities	Survey participants and service users to measure satisfaction	Referral process in place including Mental Health, Physical Activity and Smoking Cessation
	Map current activity opportunities and uptake on campus	Survey students about activity preferences	Workforce planning for future activity ambitions on campus	Support structure for students and staff to volunteer in physical activity and sport
	Establish activity baseline for student population	Co-design activities with target student groups e.g. those with lived experience	Evidence of active engagement in SAMH online charter network	Evidence that smoke-free activity is sustained and highlight plans/next steps
	Establish baseline for staff training and responsibilities around wellbeing	Connect with key external partners including NHS health promotion	Student input to longer term planning around mental health and wellbeing	Smoke-free policy integrated into roles, institution's objectives, policy and procedures
	Map current smoking policies, culture and approach within the institution		Agree actions and responsibilities for smoke-free policy review	
ACTIVITY	Attend HBHM network/learning event(s)	Publish and co-ordinate calendar of activities including relevant existing themed events	Delivery of integrated communications and activities	Sharing of best practice online and at HBHM network events
	Key staff to complete HBHM eLearning module	Deliver agreed level of organised weekly activity	Deliver agreed increased level of organised weekly activity	Referral process in place for staff wellness
	Deliver agreed basic level of organised activity	Regularly promote SSS and community activities in physical activity and sport	Formal links to allow for referrals to support (incl. physical activity for good mental health)	Deliver sustained increased level of organised weekly activity
	Map availability of counselling and support services	Training of relevant staff in SAMH online Mental Health Awareness course	Training of relevant staff in Mental Health First Aid (MHFA) or equivalent	MHFA trained instructor offering regular support opportunities to students
	Materials widely available to signpost to sources of support	Mental health promotion overtly linked to follow up activity	Consultation with staff and student body on smoke-free campus policy	Ongoing measured progress against agreed baselines and changes in smoking culture
	#BEFREE posters and resources displayed across campus	Smoke-free messaging promoted on campus	Smoke-free messaging embedded within PA and other wellbeing information/events	
CELEBRATION	News story to celebrate commitment to HBHM	Ensure all HBHM activities include suitable attribution	Recognition of staff and volunteers delivering activities	Video content to capture HBHM journey
	Award presentation ceremony	News item/case study on students that enjoy active student lifestyle	Highlight HBHM partnership work across institution	Evidence of innovative approaches to promoting smoke-free messages on campus
	Publish baseline report	Publish activity preference survey results	Profile students attending sports competitions or on campus activities	
	News story to celebrate SAMH Charter sign-up	Share stories/case study with SAMH network	Case study to reflect referral/support system	
	Display Tobacco-free Generation Charter certificate and window sticker	News item/comms material about Smoke-free campus policy and charter commendation	Prepare case study on smoke-free campus activities for #BEFREE	



Each area for the HBHM has a dedicated document that gives further detailed information and support for each criteria point above. In addition Scottish Student Sport and their key HBHM project partners are available to call or email for support and guidance in their specific area. Please find the contact details below:

Key Contacts

Area	Contact	Contact Details
HBHM Wide		<p><u>Scottish Student Sport (SSS):</u> Sarah Gandon Tel: 07779 117 120 Email: sarah@scottishstudentsport.com Website(s): HBHM page on the Scottish Student Sport website</p>
Physical Activity and Sport		<p><u>NUS Scotland:</u> Reena Staves Tel: 07533 071 882 Email: reena.staves@nus-scotland.org.uk Website(s): Student mental health website Think Positive</p>
Mental Health		<p><u>ASH Scotland:</u> Beverley Scheepers Tel: 0131 220 9483 Email: bscheepers@ashscotland.org.uk Website(s): - Tobacco-free Campus page on ASH Scotland website - #BEFREE Achieve More website - ASH Scotland eLearning website</p>
Smoking prevention		