



SMOKEFREE BUSINESS SCOPING DOCUMENT

EXAMPLE – LARGE MANUFACTURER

Objective:

To create a healthier, smoke-free work environment by reducing smoking prevalence, supporting cessation, and ensuring compliance with legal and organisational policies so that the number of employees is reduced by at least 10% (120 people).

Objectives	Tasks	Success Criteria	Time Frame	Resources
1. Policy Development and Communication	<p>Review and update the smoking policy to align with national laws and best practices.</p> <p>Clearly define smoke-free zones, including entrances, exits, company vehicles, and outdoor areas.</p> <p>Communicate the policy through onboarding, staff meetings, posters, and internal comms.</p> <p>Ensure consistent enforcement with clear consequences for non-compliance.</p>	Policy reviewed & successfully communicated across business	Nov 2025	HR Media Wellbeing Noticeboards Intranet
2. Support for Smoking Cessation	Offer smoking cessation programme through SMOKEFREE SOMERSET partnership with easy access to individualised support/resources.	Smokefree Somerset Campaign launch in January 2026. Smokefree Somerset support	Jan – Feb 2026	On site Smokefree Somerset support group. Financial benefit posters. Managers & supervisors.

	<p>Provide flexible scheduling for employees attending cessation support sessions.</p> <p>Share CIC/ele wellbeing platform stop smoking/addiction resources.</p>	<p>group in place on site and scheduled around 12-1400 to maximise attendance.</p>		
<p>3. Create a Supportive Environment</p>	<p>Designate smoke-free ambassadors or wellness champions to promote healthy habits.</p> <p>Encourage peer support groups for employees trying to quit.</p> <p>Celebrate success stories to motivate others.</p> <p>Provide alternative stress-relief options, such as wellbeing officer support and access to reflection room/time-out.</p> <p>Create Smokefree Somerset HUB/booth in HR foyer.</p>		<p>Jan 2025 - onwards</p>	<p>Wellbeing Officer Media SMT – what incentives could we provide for successful completion?</p>
<p>4. Environmental and Cultural Changes</p>	<p>Populate smoking areas with Smokefree Somerset resources.</p> <p>Promote a culture of health through wellness campaigns and leadership support.</p> <p>Include smoking cessation in health and safety training.</p>	<p>Significant reduction in number of employees smoking (10% = approx 120 employees).</p>	<p>Jan 2026 – ongoing</p>	<p>Posters & banners. H&S.</p>

<p>5. Monitoring and Evaluation</p>	<p>Track smoking rates through smoking areas observations.</p> <p>Monitor participation in Smokefree Somerset cessation programs and adjust based on feedback.</p> <p>Review policy effectiveness annually and update as needed.</p> <p>Report progress to SMT & staff to maintain transparency and motivation.</p>	<p>Number of employees who have completed 12-week smokefree Somerset programme and/or are engaged with programme.</p>	<p>April 2026</p>	<p>Carbon monoxide monitor. Attendee data. HR – policy review.</p>
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<p>Business representative Signature</p>	<p>Date:</p>
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