



## **SMOKEFREE BUSINESS SCOPING DOCUMENT**

### **EXAMPLE – SME – FOOD PRODUCTION**

	<b>Policy</b>	<b>Practice</b>	<b>Goal</b>	<b>Benefit</b>
Site	<p>To encourage all our staff to lead healthier lifestyles, including supporting those who want to give up smoking.</p> <p>For those who continue to smoke they are restricted to certain areas at certain times and facilities available for this.</p>	<p>Do people adhere to restrictions? <i>Yes, however vaping rules need to be clarified.</i></p> <p><i>Top office smoking / vaping area is unclear.</i></p>	<p>Encourage staff to become healthier site with initiatives to improve lifestyles and reduce smoking.</p> <p>Improve non-smoking areas/make more segregated. Wellbeing Policy (including smoke free initiatives) written and shared with all staff / handbook updated.</p> <p>Identify the correct location for smoking / vaping – top office building.</p>	<p>Improved levels of absence due to ill health.</p> <p>Staff feeling confident to seek support for health, wellbeing and to give up smoking.</p> <p>Everyone visiting and working on site is aware of smoking location at top office.</p>
Employment contracts	<p>Currently information in handbook and part of the induction process. Only for smoking, not vaping.</p>	<p>Do people abide by this? <i>Yes, but need to extend to vaping rules.</i></p>	<p>Add vaping to the rules for where and when and share with all staff.</p> <p>Speak to top office regarding vaping in shared outdoor space.</p>	<p>All staff and visitors are clear on the guidelines.</p>

Welfare	<p>Is a staff wellbeing policy in place? <i>No – section in staff handbook.</i></p>	<p>All staff, including agency and visitors can access a handbook.</p>	<p>Implement a wellbeing policy. Link for all staff to access policy.</p> <p>December '24 – slides regarding the smokefree project / posters put and shared with all staff.</p> <p>January focus on Wellbeing and Health, which will include a workshop for all interested staff on how to access support to give up smoking.</p>	<p>Staff will start signing up for the smokefree project.</p>
Capacity to support	<p>Is there a well-being officer? <i>No</i></p> <p>Is well-being part of a wider role? <i>Part of HR role</i></p> <p>Is well-being not included in any role? <i>First aiders and mental health first aider</i></p>	<p>First aiders across both shifts</p> <p>Mental Health support available M&amp;F</p> <p>Helplines available 24/7 via Groceryaid / Mindline Somerset &amp; BHSF (not all staff included)</p>	<p>Introduce well-being coaches.</p> <p>Train an additional Mental Health First Aider.</p> <p>Regular health checks.</p> <p>Introduce wellbeing initiatives, e.g: walks in lunch break.</p> <p>Gym membership discount</p>	<p>Healthier staff</p> <p>Lower absenteeism</p>

<b>Business representative Signature</b>	<b>Date:</b>
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