

# SMOKEFREE IMPLEMENTATION PLAN EXAMPLE

## SME - WASTE MANAGEMENT

<b>Organisation</b>	
<b>Sites/Locations</b>	
<b>Policy Reference</b>	Smokefree 1/1
<b>Plan Owner</b>	
<b>Date Created</b>	01/04/2026
<b>Version</b>	V1.0
<b>Review Date</b>	Biannually

### 1) Executive Summary

**Purpose:** To provide a safe compliant working environment and a supportive workplace in partnership with SmokeFree Somerset to support any staff wishing to give up smoking to do so.

**Sites/ locations:**

**Timeline:** April 2026 – April 2029

**Top 3 Outcomes:** **Outcome 1:** Improve employee understanding of health implications of smoking. **Outcome 2:** Offer support and signposting for employees looking to stop smoking, **Outcome 3:** Ensure legal compliance.

**Named Leads:** Project Lead:

Monitoring Lead:

### 2) Vision & Outcomes (Three-Year Horizon)

**Vision (by Year 3):**

Our vision is to reduce smoking across our workforce year on year by providing compassionate support that helps colleagues cut down or quit—creating a healthier, more productive, and inclusive workplace while respecting personal choice “

#### SMART Outcomes Year One

1. Offer regular CO2 Screening for staff and health checks to flag any health concerns – By May 2026

2. Give updates on support available to employees from SmokeFree Somerset and how to access it by June 2026
3. 100% compliance with smokefree signage/zones at all times by September 2026

**Key Benefits:** Staff wellbeing, reduced sickness absence, improved productivity, customer experience, compliance.

### 3) Context & Scope

**Policy Link:** Appendix 1

**Legal/Compliance:** The policy has been devised alongside the HR Dept, Cranmer House, 38 Priory Ave, Taunton TA1 1YA and will be reviewed annually to ensure compliance with any updated legislation.

**Sites in Scope:** One site, based: 65% staff on site (office and yard), 35% staff off site (drivers and laborers). Hours 07.00 to 17.00 Monday to Friday.

**Exemptions/Adjustments:** No

### 4) Stakeholders & Governance

Role	Name	Responsibilities
Project Lead (Implementation)	Office Manager	Day-to-day delivery
Monitoring & Data Lead	Office Manager	Manages KPIs/data
HR Lead	Office Manager	Policy, training, wellbeing integration
H&S Lead	Site Manager	Signage, site compliance
Line Manager Champions	Line Managers	Named per area
Stop Smoking Support Liaison	Office Manager	Smokefree Somerset

### 5) Implementation Plan

#### Phases & Milestones

#### Phase 1 – Pilot & Baseline (Months 0–6):

- Ensure signage is up to date/ compliant.
- Post Smokefree resources in staff areas.
- Highlight how to access SmokeFree Somerset monthly in team newsletter.
- Ensure new staff are reminded of support available on induction.
- Maintain relationship with SmokeFree Somerset

## Phase 2 – Scale & Embed (Months 6–18):

- Ensure handbook is up to date with relevant information for new starts and redistribution to all staff. Update lead staff on any policy changes/ monitoring and legislation changes.
- Signpost any SmokeFree ‘Champions’ to training opportunities (<https://www.ncsct.co.uk/>)
- Maintain relationship with SmokeFree Somerset
- Annual Health Awareness Day – including health testing and social activity session.

## Phase 3 – Sustain & Optimise (Months 18–36):

- Embed the process of regular policy evaluation and legislation change review.
- Feedback request from lead staff to incorporate changes needed into review process.
- Ensuring site and signage compliance
- Updating support resources in collaboration with SmokeFree Somerset
- Biannual Health Awareness Day – including health testing and social activity session open to all staff.

*Review staff handbook.*

## Activities & Timeline (Workplan)

Area of work	Main tasks	Start date	End date	Who is responsible	What needs to be in place first	Success Measures
<b>Signage</b>	Check	01/04/2026	Ongoing	Site Manager	Guidance	100% compliance
<b>Handbook</b>	Add SmokeFree support section	01/09/2026	01/12/2026	HR Team	Full support and access information	Staff approaching SmokeFree Somerset if looking to stop smoking
<b>Health Awareness Day</b>	Gaining health support orgs to attend	01/09/2026	Annually moving to Bi-annually in 2027	Office Manager	Date, venue, duration, numbers attending and confirmation of health orgs input	Numbers attending and year on year improvement of staff health stats.

<b>Policy Updates</b>	Review annually and update in line with legal changes if necessary	01/04/2027	Annually	HR Team	Check gov.uk for updated legislation or via Quest Service – Somerset Chamber of Commerce	Management signed off compliant policy annually. Staff aware of changes and implemented.
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## 6) Resources & Budget

### Budget Summary

Cost Item	Description	One-Off	Ongoing (p.a.)	Who is responsible	Notes
Project Lead:	Hours		1 hour per week Cost £:	Team	
Comms/Design:	Hours		2 hours per month Cost: £:	Office Manager	Newsletter/ handbook/ staff updates
Training	Hours, number of staff		58 staff members Cost: £:	Office Manager	If staff need any time out for training

**In-Kind/Partner Support:** SmokeFree Somerset service, Somerset Chamber guidance, existing wellbeing budget, etc.

## 7) Risk & Issues Management

Risk/Issue	Likelihood	Impact	Mitigation/ Response	Owner	Status/ Review Date
Staff resistance	Med	Low	Strong comms. Manager training; support pathways	Directors	01/04/2027
Signage vandalism	Low	Med	Durable signage; quick replacement	Site Manager	Ongoing with reporting procedure
Smoking in work vehicles	Med	High	Clear policy – reiterated via meetings and clear signage	Transport Manager	Quarterly in Manager H&S review meeting
Contractor alignment	Low	Med	Contract clauses; induction	Site Manager/ Directors	Any new contractors agreed on partnership



## 8) Communications & Engagement Plan

**Objectives:** Awareness, support, confidence in managers, culture change

Audience	Key Message(s)	Channel(s)	Frequency/ Timing	Owner
All staff	Policies exist; why they matter; support available	Posters, team briefings	Quarterly	Line Managers
Line managers	How to manage conversations; signposting	Briefings, emails	Quarterly	Directors
Visitors/ Contractors	Site rules	Reception signage, inductions	On arrival	Site Manager/Office Manager

**Materials:** Poster pack, slides, FAQs, intranet page, manager notes

## 9) KPIs & Targets

Indicator	Baseline	Target (Year 3)	Data Source	Frequency	Owner
Staff aware of support (%)	50%	100%	Team briefings	Quarterly	Line Managers
Sites with full signage coverage (%)	100%	100%	Audit checklist	Quarterly	Site Manager
Referrals to stop smoking services for those staff who request support to stop	3	5	Referral log	Quarterly	Office Manger

### Evaluation Approach

- Process evaluation: What was delivered, reach, barriers/enablers.
- Outcome evaluation: Movement on KPIs vs baseline; staff feedback
- Learning loop: Action log; changes incorporated into next cycle.

## 10) Equality, Diversity & Inclusion (EDI) & Health Inequalities

- EIA Summary: Who may be disproportionately affected and how we will adapt.
- Adjustments: Tailored messaging, multi-language materials, support during shifts
- Accessibility: Easy-read materials, clear signage, varied channels

## 11) Data Protection & Confidentiality

- Data types: Anonymous survey data; minimal identifiable data if any
- Legality: Employment/legitimate interests; confirm with HR or Somerset Chamber of Commerce / Quest Service
- Storage & Retention: Where, who can access, how long; deletion schedule.
- Staff Communication: Explain what is collected, why, and how it is used.

## 12) Procurement & Contracts (if applicable)

- Suppliers/Services: Training, signage, survey tools
- Standards: H&S, data protection, ESG
- Contractor Alignment: Contract clauses; inductions/briefings

## 13) Sustainability & Handover (BAU)

- Standardise: Policy in induction, refresher training, site audits
- Annual Policy Review:

## 14) Sign-off

Role	Name	Signature	Date
Project Lead			
HR Lead			
Management/ Board			