

SMOKEFREE BUSINESS SCOPING DOCUMENT

EXAMPLE – SME – WASTE MANAGEMENT

Resource development supported by:



Somerset
Council

Smokefree
Somerset

	Policy	Practice	Goal	Benefit
Site	<p>Smokefree?</p> <p>Restricted to certain areas?</p> <p>Are smoking shelters provided?</p>	<p>We are a smokefree site and extremely strict on this due to the nature of our business. We have a covered area outside the gate by the fire assembly area.</p> <p>Break times are restricted to 10.30am for 15 mins, 13.00 for 30 mins and 15.00 for 15 mins.</p>	<p>Whilst the set breaks restrict time spent smoking it also maybe encourages a time to have a smoke whether they really want to or not?</p> <p>It has become a social space even though they do have a warm, fully equipped canteen area.</p> <p>Need ideas to break that group habit?</p>	
Employment contracts	<p>When can people smoke?</p> <p>Where can people smoke?</p>	<p>Do people abide by this? Yes</p>	<p>Breaks only.</p> <p>Off site</p> <p>We do have a smoking policy, but this could be adapted to include educating and guidance on giving up smoking. All three company's involved in the project could use this policy and roll out to other chamber members.</p> <p>We issue this to every employee on induction and review annually.</p> <p>We could start a 'smokefree company' logo to advocate our part we play in employees' health to put on noticeboards/website/social media etc.</p>	
Welfare	<p>Is a staff wellbeing policy in place?</p>	<p>Do team members access it?</p>	<p>Yes</p> <p><i>Only the basics.</i></p>	

Capacity to support	<p>What does it cover?</p> <p>Is there a well-being officer?</p> <p>Is well-being part of a wider role?</p> <p>Is well-being not included in any role?</p>	What is the focus of any well-being role?	<p><i>Not at present as we are a smaller company, but we could ask for a volunteer or two to become a Smokefree Champion from the company.</i></p>	
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	Do shifts / nature of work affect how colleagues might receive support?		<p><i>No, general working hours are 07.00 to 17.30, Mon to Fri</i></p>	
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Next Steps	<p>WC 27.10.25 - Update staff of our progress in the company internal newsletter.</p> <p>WC 03.11.25 - Brief the power point out to the yard staff as a group. Offer the use of the carbon monoxide monitor to engage staff. Make the leaflets available in the canteen area. Put a poster on the noticeboard. Make it known to see us to begin a referral. Ask again in a couple of weeks.</p> <p><i>Brief same information to office staff (drivers and asbestos labourers tbc)</i></p>			
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Business representative Signature	Date:
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