



Smokefree Workplaces

A toolkit for Swindon employers

Free, confidential stop smoking support across Swindon
Email swindon.stopsmoking@nhs.net
Call **07341 077530**

Smokefree Workplaces

A toolkit for Swindon employers

Creating healthy workplaces through practical guidance and support

Smokefree Workplaces is a toolkit to help employers put in place smoke-free policies and practices that will create healthier and wealthier workplaces.



Let staff know where they can get free expert support to quit for good.



Manager training to have a short conversation about smoking in three simple steps.



Easy to follow tips and materials to promote stop smoking for healthier workplaces.

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The Benefits of Being a **Smokefree Workplace**

Stopping smoking is the single most important thing anyone can do for their physical, mental and financial health.



Smoking kills around four people a week in Swindon.

For every person that dies, another 20 are living with a smoking related illness.



People who smoke 10-a-day spend on average £2000 a year on tobacco. As a result of this, smokers tend to take more sick days off work, which in turn affect the whole workforce and economy. Each year it is estimated that £55 million is lost from Swindon's local economy due to lost productivity from smoking.



Putting smokefree policies in place improves employee physical and mental wellbeing and increases productivity.



Giving employees time off to attend appointments for their tobacco addiction means less breaks to smoke and improved staff morale.

What Support is Available in Swindon for Employees?

Quitting smoking can improve health, finances and quality of life. Let staff know where to go for help and support.



With free support and stop smoking aids, people who smoke triple their chances of quitting.

Stop smoking aids such as patches, lozenges, vapes and gum deliver nicotine without the thousands of harmful chemicals.



Free stop smoking support is available across Swindon:

**Email:
swindon.stopsmoking@nhs.net**

Call: 07341 077530

**Drop into Sanford House
Wednesday's 9.30am -10.30am or
2pm – 4pm**



Free self-help tools can be found on the Better Health Quit Smoking Website

- **Top tips for quitting**
- **Personal quit plan**
- **Access to NHS app**
- **Join others trying to quit smoking in a friendly, supportive environment**
- **Talk to a trained advisor for support**

What training is available for Managers, HR and Wellbeing champions?

Feel awkward talking to people about smoking? Search 'NCSCT VBA' to access the 30-minute training that will give you the skills and confidence to have a 30 second life-saving conversation.



ASK

Do you smoke?



ADVISE

Did you know the average person saves £2000 per year by quitting smoking?

If you are interested in quitting, you are three times more likely to quit with the right support and stop smoking aids like patches, vapes or gum.



ACT

Ready to quit: Provide contact details for free local stop smoking support services and give staff time off to attend stop smoking appointments.

Need more time: Provide contact details of local stop smoking services for if they change their mind. Signpost to Better Health Quit Smoking website for tips and information.

If you would like wallet sized contact cards with details of local stop smoking services to give to your staff, please email swindon.stopsmoking@nhs.net

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What next?

Manager training – 30 seconds to save a life

Complete a short training module to feel confident about having conversations about smoking.
Search 'NCSCT VBA Training'

Promote stop smoking services (appendix 2)

Make information about local stop smoking services available at work, and give staff time off to attend their medical stop smoking appointments.

For anyone not ready to quit, offer a contact card for local stop smoking services and highlight the Better Health website for free tips and information.

Use the self-evaluation checklist (appendix 1)

to identify next steps for a healthier, happier, more productive workplace

Appendix 1:

Checklist for a Healthier, Wealthier Workforce

Line of enquiry	What does this look like?	Do we do this? Yes/No/Sometimes	Actions	Review Date
Does your organisation provide smoking training for HR, managers and wellbeing champions as part of professional development?	Very Brief Advice Training Module from the National Centre for Smoking Cessation and Training (NCSCT)			
Does your organisation allow staff time off to attend stop smoking appointments?	Staff are allowed time off to attend medical appointments with a trained stop smoking advisor for their quit attempt (approximately 8-12 weeks)			
Does your organisation display information about local stop smoking services – posters, display screens, staff intranet	See Promoting Stop Smoking – appendix 2			
Is your organisation a smokefree site?	A policy that applies to the whole site including car parks, work vehicles and leased vehicles A policy that applies to contractors and visitors as well as employees Display smokefree site signs clearly in and around the premises and in vehicles			


Appendix 1:

Checklist for a Healthier, Wealthier Workforce

Line of enquiry	What does this look like?	Do we do this? Yes/No/Sometimes	Actions	Review Date
Does your organisation include questions about smoking in inductions or annual wellbeing surveys?	See 'Employee Staff Survey Questions' (appendix 3) Commit to using these in inductions Commit to using these as part of an overall annual staff wellbeing survey			
Is your organisation a member of the Swindon Tobacco Control Alliance, a group that brings together local partners helping residents to quit?	Be kept up to date with new resources to use. Email contact details to be added to distribution list to: swindon.stopsmoking@nhs.net			
Does your organisation share and promote lived experiences?	Ask staff if they would be willing to share their smoking survivor story Promote smoking survivor stories on staff networks with a photo and quotes to inspire others to quit			

Appendix 2: Promoting Stop Smoking

Suggested text on social media or noticeboards sharing information can potentially trigger someone to quit.

SUGGESTED TEXT	SUGGESTED IMAGE
<p>By quitting smoking, you could save around £38 a week – that's £2,000 a year. Support to stop smoking is available across Swindon. To find out more:</p> <ul style="list-style-type: none">• email swindon.stopsmoking@nhs.net• call 07341 077530 <p>For more information and tips, search 'NHS Better Health Quit Smoking'</p>	 <p>The image shows a hand holding a smartphone displaying a 'Quit Smoking Start Saving' calculator. The calculator shows a weekly saving of £38, which amounts to £128 per month. It also lists the costs of smoking: £11.99 for a pack of cigarettes, £3.45 for a pack of e-cigarettes, and £15 for a pack of gum. The NHS logo and 'Better Health Let's do this' slogan are visible in the top left corner.</p>
<p>Triple your chances of quitting by combining support with a quit aid to suit you. From nicotine patches, e-cigarettes, gum and lozenges to inhalers, tablets, sprays and more. Support to stop smoking is available across Swindon. To find out more:</p> <ul style="list-style-type: none">• email swindon.stopsmoking@nhs.net• call 07341 077530 <p>For tips, tools and support to stop take a look at the Better Health – Quit Smoking website:</p> <ul style="list-style-type: none">• Free Personal Quit Plan• Top tips for quitting• An online community - you do not have to do it alone, join others going through the same thing in a friendly and supportive environment	 <p>The image is a graphic titled 'Top 3 Quit Smoking Tips' from NHS Better Health. The tips listed are: 1. Pick a quit date and add it to your calendar, 2. List your reasons to quit, and 3. Use stop smoking aids to help manage cravings. The NHS logo and 'Better Health Let's do this' slogan are visible in the top left corner.</p>

For the most up to date resources, please search 'Campaign Resource Centre Smoking'

If you would like support from the Public Health team with your policies or promoting stop smoking services,
email swindon.stopsmoking@nhs.net

Appendix 3:

Employee Staff Survey Questions

Smoking Survey Questions

1. Harms – tick one answer

- Smoking tobacco is more harmful than vaping
- Vaping is more harmful than smoking tobacco
- Smoking tobacco and vaping have the same health risks
- I don't know

2. Current smoking and vaping habits – tick one answer

- I smoke tobacco
- I vape
- I smoke tobacco and vape
- I don't smoke tobacco, I don't vape (go to question 6)
- I use another tobacco product. Please state _____
- I don't want to share

3. Quitting – tick one answer

- I want to quit smoking (go to question 4)
- I don't want to quit smoking (go to question 5)
- I'm not sure (go to question 5)

4. How would you like stop smoking support?

Tick all that apply.

- Online self-help (internet or app)
- Online support with a trained advisor
- Face to face support in the workplace
- Face to face support outside of the workplace
- Other. Please state _____
- I don't want support
- I don't know

Appendix 3:

Employee Staff Survey Questions

Smoking Survey Questions

5. Barriers to stopping smoking

- I've tried before and nothing works
- My family/friends smoke
- I smoke to manage stress
- I smoke to manage boredom
- Smoking relaxes me
- I smoke to take a break from work
- I don't know where to get support
- I haven't got time to get support
- I enjoy it
- Other. Please state _____
- I don't want to share
- I don't know

6. Conversations about smoking – tick all that apply

- I am confident asking people about their smoking
- I am confident asking people about their vaping
- I am confident talking about the facts of vaping
- I am confident talking about the facts of smoking
- I would like free training about how to have conversations around smoking
- I don't want to have conversations about smoking
- I don't want to have conversations about vaping

Quitting smoking can improve your health, your finances and your quality of life. Even if you've smoked for many years, or tried to stop before, you can still quit and quit for good. The most important thing is giving it a go.

Each time you try is another step towards being smokefree. Search: Smokefree Swindon to find out more.

For tips, tools and support to stop, take a look at the NHS Better Health Website – Quit Smoking