



With all of us in mind

Stop smoking toolkit

Below are some suggestions as to changes you may wish to implement in the workplace.

Ideally what employees could gain from the promotion of smoking cessation and smokefree homes in the workplace. Caring for your staff makes good business sense. Employees who feel valued are more satisfied in their job, increasing productivity and reducing staff turnover. Helping your workforce to stop smoking or to reduce their exposure to tobacco smoke in the home is a very simple, effective way to show them they are valued. It will increase the health of your staff and their families and it won't cost you a penny.

Smoking cessation toolkit

Actions	Useful resources	Responsibility
Write Policies and procedures <ul style="list-style-type: none"> • Involve staff in the design process, • Ensure all legislation is met. • Regularly reviewed • Inform staff 	www.smokefreeengland.co.uk Everything on the guidance, policies, signage etc. http://collections.europarchive.org/tna/20110202220654/http://www.smokefreeengland.co.uk/resources/guidance-and-signage.html	HR Management Involve staff
Train staff to identify when others wish to stop smoking and know where to signpost them to. Key member of staff to undertake the brief interventions training	Train a member of staff up to offer key stop smoking messages appropriately to colleagues and signpost to local services. Online training is available at www.nhshealth.org.uk Details on how people can stop smoking are at: www.smokefree.nhs.uk	

	<p>Details of the local stop smoking service is available at: http://www.smokefree.nhs.uk/ways-to-quit/local-nhs-stop-smoking-service/ And http://www.southwestyorkshire.nhs.uk/your-wellbeing/smoke-free/calderdale/</p>	
<p>Promote information around stopping smoking and smoke free homes.</p> <ul style="list-style-type: none"> - Promote via payslips, notice-board, intranet, briefings, newsletter, screen savers etc. 	<p>For leaflets, pledge forms, details and information: Call the Calderdale Stop Smoking Service 01422 281 505. www.smokefreeengland.co.uk www.smokefree.nhs.uk www.southwestyorkshire.nhs.uk/smokefreehomes No smoking day is the 2nd Wednesday in March, each year.</p>	Stop smoking champion
<p>Provide details of the local community stop smoking service, and a Stop smoking specialists to discuss feasibility of the following:</p> <ul style="list-style-type: none"> • Stop smoking service to run a stand in a prominent place • Obtain literature and details of the local stop smoking service from the Health Improvement Resource centre (website link) • Promote via payslips, notice-board, intranet, briefings, newsletter, screen savers etc. • Support to set up a stop smoking group in your workplace, with a minimum of 10 members. 	<p>Contact Calderdale Stop Smoking Service 01422 281 505 (ask for the Stop Smoking Workplace Health Specialists)</p>	Upper management
<p>Promote and encourage staff to sign-up to the pledge for smokefree homes and cars.</p>	<p>To access online information and the pledge: www.southwestyorkshire.nhs.uk/smokefreehomes Secondhand smoke online training module</p>	<p>All Staff members Champions</p>

	www.ncsct.co.uk/SHS For e-mail or an information pack and/or pledge forms contact: Carly.Tordoff@swyt.nhs.uk Carly - 01422 281505	
Encourage one or more members of staff to become a Smokefree champion	Smokefree Homes and brief interventions training are available for interested members of staff, who would like to be the expert and take the programme forward for their workplace.	

These toolkits are regularly updated, but some changes may occur without notice, if any links do not work please inform nicola.webster@swyt.nhs.uk.

Key NHS contact

Stop Smoking Workplace Specialists

Jan Spence and Helena Mazurek

01422 281505

Jan.spence@swyt.nhs.uk or Helena.mazurek@swyt.nhs.uk

Smokefree Homes and Cars Practitioner

Carly Tordoff

01422 281505

Carly.tordoff@swyt.nhs.uk

Calderdale Case Study

Swinton

Swinton Insurance Company based in Mixenden, Halifax made contact with Calderdale Specialist NHS Stop Smoking Service to discuss running an in-house stop smoking group for their staff.

They had recently lost a valued member of their staff to heart problems and felt they wished to do something positive to help others in their organisation to stop smoking. They also recognised that a high percentage of their staff were smokers and felt as a lot of their staff work shifts it must be difficult for them to access the service out of their normal working hours.

A staff member had successfully stopped smoking with the support of the Stop Smoking Service. So Swinton felt confident that the Calderdale Stop Smoking Service was the right organisation to get involved.

The Workplace Stop Smoking Specialist visited the site to meet with Human Resources to discuss their options. It was decided that they first needed to establish if staff wanted to quit and the numbers willing to be involved in an in-house group.

A date was arranged at an appropriate time to go on site to meet with staff and explain what the service could offer them. After the initial meeting it was established that there were more than ten interested members of staff, so we were able to run an in-house stop smoking group.

Human Resources looked at the best time for the company and the staff to run the group. They agreed staff could have 30 minutes paid time and staff used 30 minutes of their own time. For each quitter Swinton donated £20.00 towards the companies charity which was The British Heart Foundation.

The group ran for 8 weeks for one hour a week, at 12.00 -13.00pm around 23 staff set a quit date and 61% quit.

Workplace groups can be very effective due to staff quitting with friends and motivation seems to be higher in this environment. The encouragement from the company regards donation for each quitter to the charity helped to keep staff motivated to quit.

Since this first group another group has been run and Swinton are looking at keeping this a regular feature within the company.

Being seen as a caring company is extremely important to Swinton. They realised that if they help their staff to stop smoking it can have a big impact on many other things within the organisation. Smoke breaks are reduced, productivity is improved, sickness due to smoking can potentially be reduced and more importantly staff turnover reduced due to the good ethos of the company.