

# Environmental scan

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## Organisational policies and procedures

1. Are there any smoking related policies? If so how are they implemented? *(Get a copy of any policies. If unsure, check with your HR director or accreditation officer.)*

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2. Are any smoking cessation initiatives happening at the moment? If so, please describe.

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3. How many of the current staff have undertaken smoking cessation training? If so who, what course and when?

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4. Are there any plans to train people in the future?

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## Location

5. Are there designated smoke-free and smoking areas?

*(Plot them on the map using the specified key and photograph where possible.)*

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6. Are there adequate signs in the designated areas? Are they clearly visible?

*(Plot them on the map using the specified key and photograph where possible.)*

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**7.** Where are the butts being discarded? Butt bins, garbage bins, the ground?

*(Plot them on the map using the specified key and photograph where possible.)*

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**8.** Who manages the butts, either on the ground and/or the butt bins?

*(Plot them on the map using the specified key and photograph where possible.)*

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**9.** If there are butts on the ground, are they in areas where children might be and have access to them? *(Photograph where possible)*

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**10.** If there aren't designated areas, where do people currently smoke?

*Plot them on the map using the specified key or photograph where possible.*

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**11.** Are children able to see people who are smoking? Are they exposed to passive smoke?

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**12.** In the areas where people smoke are clients able to see staff smoke and are they exposed to passive smoking?

**Comments:**

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