Environmental scan

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.)*

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

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

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

Location

5. Are there designated smoke-free and smoking areas? *(Plot them on the map using the specified key and photograph where possible.)*

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.)*
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.)

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.)

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

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.

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

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

Comments: