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# lcc_imp_15%G14 APPENDIX 1 – SMOKING AREAS SUITABILITY FLOWCHART

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|  |  | | Is there a need for a defined Smoking Area on your site? | | | | | | | | | | | | | | | |  | | | |  | | | |
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|  |  | | Yes | | | |  | | | | | |  | | |  | | |  | | | | |  | | |
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|  | Is there space on your site for a defined smoking area? | | | | | |  | |  | | | | No | | | | | |  | Ensure all employees comply with [section 3.1 of the Policy](http://www.lincolnshire.gov.uk/jobs/manuals/health-and-safety-manual/employee-health/smoking/g14-smoke-free-policy/47655.article?tab=downloads) when smoking on LCC sites | | | | | | |
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|  | | Yes | | | |  | | | | | | |  | | | | | |  |
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|  | Does the areas meet all the following criteria   1. More the 20m away from window and doors 2. Not on a public highway 3. Not on any pedestrian entrance/exit route 4. Can “Butt Bins” be installed | | | | | |  |  | |  | | | |  | | | | |  | | |  | | | |  |
| No | | | | | |
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|  |  | | |  | | |  | | Does the area meet the minimal criteria:   1. Away from open windows and doors e.g. 20M 2. Not on a public highway 3. Away from main/public entrance/exit routes | | | | | | | | | | | | |  | | | |  |
|  |  | Yes | | |  | |  | |  | | | |  |
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|  |  | | |  | | |  | |  | | | No | |
|  | Ideal Location  Install butts bins and suitable signage; clearly mark the location as the defined “Smoking Area”. Write local procedure, rules and requirements that are communicated to all site users. Ensure everyone is aware that this is the only area where smoking is authorised and if not complied with action may be taken. | | | | | |  | |  | | |
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|  | | | Yes | | | | | |  | | | |
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|  |  | | Acceptable Location  Erect suitable signage that identifies where the smoking areas is located, Write local procedure, communicated to all site users. Only area where smoking is authorised site. | | | | | | | | | | | | |  | | | | |
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