

Self-inspection checklist



Implementing and maintaining smoking controls

Please note: This is a Vero Insurance sample template only.

Company/Division:		
Performed by:		
Location		
Date:		

Any 'No' response should be explained. Note specific problem, location and improvement action to be taken.

Risk: Uncontrolled smoking leads to fire.						
		Yes	No	N/A	Comments	Completed (date)
	Smoking is banned within all buildings and within 4 m of all entry points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Signs depicting restriction are clearly displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	No smoking rules are being obeyed and enforced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	An external location to partake in smoking is provided e.g. 4 metres from building external wall, windows, doors, ventilation intakes etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Signs depicting this smoking location are clearly displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Cigarette butt bins are provided and emptied daily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	General waste bins (other than cigarette bins) are provided and emptied daily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	The smoking area is clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	A fire extinguisher or hose reel is immediately available to this location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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