

Village Hall Check List of Things To Do - to prepare for going smoke-free

Matters to consider	Decision /Action
<ul style="list-style-type: none"> • Do people who use the hall smoke? If the answer is yes: <ul style="list-style-type: none"> - where will these people go to smoke? - how will they know where they can legally smoke? - what needs to be done to ensure that people are aware that the village hall etc. is legally required to be smoke-free from 1st July 2007? 	
<ul style="list-style-type: none"> • Do we want a smoking shelter? Points to consider: <ul style="list-style-type: none"> - the location so that it is safe for people to access and use - proximity to neighbouring properties - litter - noise - anti-social behaviour 	
<ul style="list-style-type: none"> • What will be done to ensure that people do not smoke where they must not? 	
<ul style="list-style-type: none"> • How will we respond to people who break the law? 	
<ul style="list-style-type: none"> • Do terms and conditions for the hire/use of the village hall need revision? 	
<ul style="list-style-type: none"> • Where will it be necessary for signs to be displayed <ul style="list-style-type: none"> - at entrances - any other places? 	
<ul style="list-style-type: none"> • Who will check that signs are put up 	
<ul style="list-style-type: none"> • What will be done to monitor compliance 	
<ul style="list-style-type: none"> • How will we show that we are doing what is reasonably practicable to secure compliance with the law 	