

# **Guidance for Village Halls**

## ***Get ready for going smoke-free***

From **6am on Sunday, 1<sup>st</sup> July 2007**, it will be against the law for people to smoke in almost all work or public places that are enclosed, or substantially enclosed. The law will therefore apply to village halls, community centres, parish halls etc.

### ***What does 'enclosed' or 'substantially enclosed' mean?***

Somewhere is **enclosed** if it has a ceiling or roof and except for any windows and doors, has walls or sides that enclose it.

A **substantially enclosed** place is one that has a ceiling or roof, and has walls or sides that enclose more than 50% of it.

### ***Do village halls etc. have to provide a shelter for smokers?***

No they don't have to provide a shelter. But a free leaflet on smoking shelters is available from your District Council, which provides guidance on what to do, if you want to provide a shelter for smokers to use.

### ***What will the smoke-free legislation require?***

- *that people don't smoke inside the village hall that by law will have to be smoke-free..*
- *that no-smoking signs are prominently displayed at the entrances. Free no-smoking signs will be available from the Department of Health nearer 1<sup>st</sup> July.*

### ***Will it be against the law for people smoke outside the village hall etc?***

No. People will not be breaking the smoke-free law if they go outside to smoke.

### ***What are the penalties for non-compliance?***

The requirements of the smoke-free laws will be enforced by authorised officers of the Council. The offences and proposed penalties are:-

- Smoking in a smokefree place or vehicle - a fixed penalty notice of £50 or a fine of up to £200
- Failure to display appropriate signs – a fixed penalty notice of £200 or a fine of up to £1000
- Failing to prevent smoking in a smoke-free place or vehicle – a fine of up to £2,500

### ***Getting ready for 1<sup>st</sup> July***

It may be helpful to use the following questions to identify what needs to be done before 1<sup>st</sup> July:-

- Do any people who work in the hall, or people who use it smoke? If the answer is yes:
  - 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 1<sup>st</sup> July 2007?

- If there is to be a smoking shelter, will it comply with the law?
- What will be done to ensure that people do not smoke where they must not?
- How will you respond to people who break the law?
- Do terms and conditions for the hire/use of the village hall need revision?
- Where will it be necessary for signs to be displayed; not only to comply with the law but also to remind people that they are not to smoke indoors such as in the toilets?

***You may also want to consider taking supportive measures such as:-***

- Remove all ashtrays and provide suitable containers for smoking litter at entrances, so that people do not walk in still smoking
- Consider not selling tobacco products etc. if you currently do

***Where can village hall committees etc. get advice?***

Contact your local Environmental Health Service to speak to an officer or to arrange an advisory visit.

Also log onto the Smokefree England website at [www.smokefreeengland.co.uk](http://www.smokefreeengland.co.uk) for information about going smoke-free or telephone 0800 1691697