

Smoke Free England 1st July 2007 - Checklist for Businesses

Don't wait until the Smoke Free legislation comes into force – start preparations now to ensure a smooth transition to smoke free. Use this checklist in conjunction with relevant fact sheets for your business (e.g. pub, hotel etc) to make sure you have everything in place to be compliant. Follow the 10 steps!

Step	Action	Date Completed	To Do By	N/A
1	REGISTER Visit www.smokefreeengland.co.uk to register your business to ensure you are kept up to date with information and to receive free signage.			
2	POSTERS Display Dept. of Health advance warning of the Smoke Free legislation posters in prominent position			
3	POLICY Form a working group to develop a draft smoke free policy or review current policy for consultation with staff and include vehicles used for business by more than one person.			
	Write the Policy			
	Consult with Staff			
	Finalise the Policy Inform the workforce and publish Policy			
4	Stop Smoking Services If you want to provide help for staff to stop smoking contact free NHS Stop Smoking Service			
5	PLANNING PERMISSION/BUILDING CONTROL APPROVAL Smoking Shelters – permission required <i>Approved/declined</i>			
	Awning or covered terrace – permission required <i>Approved/declined</i>			
	Flood lighting – permission required <i>Approved/declined</i>			
	Litter bins – permission may be required if being placed on pavement – check with planners			
	Tables and chairs on the pavement – permission required <i>Approved/declined</i>			
	Listed Buildings may require planning permission for required signage on entrance door or any ashtray being attached to the building – check with planners			
6	ALCOHOL LICENCE Any new areas created may not be licensed. Check and if not apply for extension. <i>Approved/declined</i>			
	Check outdoor areas have same closing time as the bar otherwise customers may not be permitted to take drinks with them when going out for a smoke – apply for extension. <i>Approved/declined</i>			
	Note: Noise levels can affect licence consider neighbours when designating outside smoking areas			
7	CLOSE ANY EXISTING INDOOR SMOKING ROOMS Decide what the new space can be used for.			
8	AWARENESS Ensure that everyone knows that premises and vehicles are legally required to be smoke free from 6 am 1 st July 2007			
9	SIGNAGE Download and display designated “NO SMOKING” signage at entrances to buildings and in vehicles used for business by more than one person.			
10	FROM 1st JULY 2007 Uphold the law -ensure that no one smokes in enclosed premises or vehicles			