



**Smokefree
NORWICH**
1 July 2007



NORWICH
City Council

Get ready to go smokefree

Advice for Hotel & Guest House Proprietors

**From 6am on Sunday 1 July 2007
virtually all enclosed public places and
workplaces in England will, by law have
to become 'smokefree'.**

This smokefree law is being introduced to:

- Reduce the risk to health and save lives
- Recognise the right of people to enjoy smoke-free air
- Help people who want to quit smoking

The smokefree legislation applies to Hotels and Guest Houses and therefore smoking in these places will be against the law apart from designated bedrooms where you choose to provide these.

What this means for you

You are required to:

- Display "no-smoking" signs at entrances to your hotel or guest house
- Make sure that no one smokes in the smokefree parts of your premises

The requirements of the smokefree laws will be enforced by authorised officers of the Council. Failure to comply with this legislation could lead to the following proposed penalties:

- Smoking in a smoke free place - a fixed penalty notice of £50 or a fine of up to £200 for non-compliant public, staff and guests
- Failure to display appropriate signs - a fixed penalty notice of £200 or a fine of up to £1000 for non-compliant business owners
- Failing to prevent smoking in a smokefree place - a fine of up to £2,500 for non-compliant business owners

As the owner of the business you will be required to take all reasonable action to ensure your business, staff and premises comply with the regulations and your guests understand and comply with the law while on your premises.

FREQUENTLY ASKED QUESTIONS

Can I allow guests to smoke in a designated 'smoking lounge'?

NO: No guest or member of staff is allowed to smoke in any public area of the property, even if all the guests and staff are smokers.

Can guests smoke in their own private bedroom/ accommodation?

YES: but only in certain bedrooms which have been designated as 'smoking allowed rooms'. These are for the use of the guest for the duration of their stay. These rooms must be designated in writing as "smoking allowed" guest bedrooms and a register containing the identity of these rooms must be kept by the management, and must be available for inspection by enforcement officers at any time. Staff will not be permitted to smoke in these rooms.

Can any bedroom be designated as a smoking allowed room?

NO: There are certain requirements for smoking allowed rooms. Doors that lead to public smoke free areas of the property must have a mechanical closure device fitted, and any ventilation system must not ventilate into any other smoke free part of the premises [except another designated smoking allowed bedroom]. A designated guest room must be clearly marked as a room where smoking is permitted.

I have a conservatory with large doors and windows.

Can my guests smoke in there with my permission?

NO: Any enclosed or substantially enclosed space that has a roof or ceiling must have over 50% of the wall area open to the air to permit smoking in that area.

My staff tell me they will not be allowed to smoke anywhere in the property including a smoking designated guest room, are they correct?

YES: If a member of staff wants to smoke they will have to go outside the building.

My premises are already smokefree therefore do I have to do anything to comply with the new law?

YES: There is a legal minimum requirement of signage for all business premises. A 'No smoking on these premises' sign of designated design must be clearly visible at every public entrance to the property. It is expected the signage will be size A5 and have text as shown:

- Premises that allow smoking in designated rooms
- Non-smoking premises

Only signs in English will satisfy the legal requirements.

Can I get help guidance and advice free of charge?

YES: A range of useful information can be obtained from 'Smoke Free England' telephone: **0800 1691697** or visit: www.smokefreeengland.co.uk

For the latest Smokefree information from the Council visit www.norwich.gov.uk. To speak to an officer, or to arrange an advisory visit, phone **01603 212212**.

This guidance was agreed by representatives of the seven Norfolk Local Authorities in March 2007 and will be regularly reviewed in light of changes to legislation, unforeseen implications of the introduction of the smoking ban etc.

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communication for all



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