

THE UNIVERSITY OF ABERDEEN

POLICY ON SMOKING IN THE WORKPLACE

1 Background

The University of Aberdeen provides a smoke free environment for staff, students and visitors. We rely upon the consideration and co-operation of smokers and non-smokers in implementing this policy and all employees, students, visitors and contractors are expected to respect the smoke free environment.

2 Policy Statement

In accordance with the Smoking Health and Social Care (Scotland) Act 2005, smoking is prohibited in all University buildings including communal working areas, individual offices, University residences, stairwells, lifts, workplace entrances and doorways. Smoking is also prohibited within vehicles owned or operated by the University or vehicles hired or leased for University business. This will include private vehicles used for university business (if mileage is paid) when carrying passengers. These are essential measures required to safeguard the health, safety and welfare of all our employees, students, visitors and contractors.

The Health and Safety at Work Act and the Workplace (Health, Safety and Welfare) Regulations also place an obligation upon employers to protect non-smokers from discomfort caused by tobacco smoke, including pregnant women and nursing mothers. At work smokers may use their normal breaks to go outside to smoke, away from buildings and preferably off any University site in a public area.

In accordance with the Scottish Government Directive from 31 March 2015 University staff, students, contractors and visitors at Foresterhill will be asked to wait until they are off NHS grounds before lighting up (or using electronic alternatives).

This policy applies to all University employees, students, consultants, contractors, customers and visitors.

All members of the University will be required to comply with other organisations' smoking policies and procedures when undertaking University business on their premises

This Policy applies equally to electronic alternatives to traditional cigarettes/cigars.

3 Accountability and Responsibility

Senior members of staff, Heads of School/Section and line managers have a responsibility to ensure staff and visitors within their area are aware of the policy and that its implementation is monitored. All staff are required to adhere to, and facilitate, implementation of the policy. New members of staff will be informed of the policy at induction. Non-compliance by staff with the policy should be dealt with in accordance with the disciplinary procedure. The Scottish Government has published guidelines regarding non-compliance with the legislation on smoking by members of the public. Further information on the procedures which should be followed is available at <https://www.webarchive.org.uk/wayback/archive/20150404101627/http://www.clearingtheairscotland.com/faqs/enforcement.html>

Where individuals breach the policy, it may be sufficient to bring the matter to the attention of the employee. If this is disregarded, then the normal approach will be to raise it with their line manager. If for any reason this is not appropriate or has been ineffective it should be brought to the attention of a more senior manager within the department or school.

4 Help and Advice

The University is committed to supporting anyone who wishes to stop smoking and therefore the policy aims to help and motivate smokers to give up smoking if they so wish. The Occupational Health Service is available to provide advice and support to smokers who are committed to

stopping. In addition, smoking cessation workshops are run on a regular basis. Members of staff will be able to seek advice from the Safety Adviser, Human Resources Office and the Trade Unions in providing assistance to resolve any problems which arise from application of the policy. For further information contact your Human Resources Adviser: www.abdn.ac.uk/hr

This policy is to be reviewed as necessary to meet legislative changes.

Further information relating to smoking and advice on how to stop smoking is available online at <https://www.nhsinform.scot/healthy-living/stopping-smoking>

The amendments to this policy were agreed by the Policy and Resources Committee, on behalf of the University Court, on 3rd March 2020.