



**ROBERT GORDON**  
**UNIVERSITY ABERDEEN**

## **Smoking Policy**

Approved By	Executive, H&S Committee	Effective Date	Nov 2017
Date Approved	Nov 2017	Status	Draft
Policy Owner	Estates & Property Services	Impact Assessed	Yes
Version	2	Review Date	Nov 2019
Issued to	All Staff All Students	Issued by	Intranet

## Policy Statement

The University takes its responsibility towards the health of its students and staff very seriously and in 2003 the Board of Governors approved the University's Smoking Policy. These requirements were added to by The Smoking, Health and Social Care (Scotland) Act 2005 and The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006 which came into force on 26 March 2006, and the recent inclusion of 'vaping' products.

Smoking in wholly or substantially confined spaces including work vehicles is illegal and can result in fixed penalties, fines and prosecution for both the smoker and the University. Therefore, breaches of the Smoking Policy will also be treated very seriously.

## Aims/Objectives

- To ensure compliance with all relevant legislation.
- To reduce ill health and indoor air pollution caused by smoking or vaping.
- To reduce false activations of fire alarm systems.

## Responsibilities

- The Vice-Principal (Corporate Operations) will ensure that appropriate policies, procedures and audit protocols are in place and reviewed from time to time.
- Heads of School / Department or other operational divisions will ensure that these policies and procedures are implemented, adhered to and enforced on a sustainable basis in their area of operational responsibility.
- The Head of Occupational Health and Environmental Safety will ensure that audits and fire risk assessments are carried out periodically to ensure the effectiveness of control measures.

## Arrangements

- Staff, students, and visitors are advised that smoking and vaping are only permitted outwith the [smoking exclusion zones](#), which restrict smoking and vaping within 15 metres of any building.
- Smoking and vaping are also not permitted within any University building, vehicle, workshop, storage facility or garage.
- Alleged breaches of the University's Smoking Policy may be recorded using the [Smoking Complaint Form](#) and, where confirmed, persistent breaches may be addressed via the [Disciplinary Policy](#) and [Student Misconduct Procedure](#) arrangements as appropriate.

### Document History and Version Control

Version	Date Approved	Approved By	Description
1	2003	Board of Governors	Creation
2	November 2017	Executive and Health and Safety Committee	Changes to include smoking exclusions zones and vaping