
Policy Statement
The University of Dundee will fulfil the requirements of the Smoking, Health and Social Care (Scotland) Act 2005. It will also take all reasonable steps to minimise exposure to second hand smoke (or passive smoking) as required by the Health and Safety at Work Act 1974 since such exposure may cause lung cancer, heart disease and other illnesses.

Arrangements
No Smoking Areas
Smoking is prohibited:

1. within University Buildings including Residences;
2. at entrances to University Buildings;
3. within vehicles owned and operated by the University;
4. within private or leased vehicles used during University business to transport a University employee or student who does not smoke tobacco products;
5. anywhere within NHS managed premises.

Smoking is permitted a reasonable distance (i.e. 6m) away from a building to ensure that tobacco smoke does not enter into the building by any means.

Application
This Policy applies to all staff, students, visitors and contractors.

Responsibility
Deans/ Directors are responsible for ensuring that staff, students, visitors and contractors are made aware of this Policy, and that they comply with its requirements.

Enforcement
This Policy forms part of the University’s Health and Safety Policy and non-compliance will lead to disciplinary procedures for staff, students and Contractors.

If visitors are found smoking within University Buildings then any member of staff should ask them politely to smoke outside. If they refuse then explain to them that they, and the University could be fined under the 2005 Act, and ask them to leave. If the situation escalates then staff should move away and contact Security.
Complaint procedure
Staff wishing to register a complaint regarding non-compliance with this Policy should contact first their Dean/Director. If this complaint is not dealt with to their satisfaction, staff should contact University Safety Services via their School / Department Safety Representative.

Smoking cessation
The University Health Service provides information about smoking cessation for staff and students, and the Occupational Health Service provides information for staff.


This policy was approved by HR Committee on 4 Nov 2009 and will be reviewed annually by Safety Services.