



THE LONDON SCHOOL  
OF ECONOMICS AND  
POLITICAL SCIENCE ■



# Academic Staff

Terms and conditions of employment 2014



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## 1 Introduction

Unless otherwise stated, the terms and conditions in this handbook apply to all academic staff (Assistant, Associate, Full Professor and those previously appointed as Lecturers, Senior Lecturers, Readers and Professors).

Effective 1 August 2013 the School implemented a New Academic Career (NAC) structure and now three tier academic job family. Further information can be obtained from the Human Resources website.

The standard terms and conditions of employment relating to academic staff shall be amended only after consultation with the local University and College Union (UCU).

A review of these conditions may be initiated either by the School or by UCU.

## 2 Contract of employment

Employment is on the basis of a written contract, which consists of a letter of appointment, this handbook and other procedures specified in this handbook.

The letter of appointment specifies each member of staff's job title, initial place of work and starting salary.

The letter of appointment also confirms whether employment is on a full or part-time basis and whether this employment is for a fixed period of time or is of indefinite duration. The employment of new Academic staff joining LSE as an Assistant Professor is on an open-ended basis linked to the successful completion of both Interim and Major Review (the School probationary period/process for academic staff).

The School's expectation is that appointment to the level of Assistant Professor will pass interim and Major Review within eight years.

The School believes strongly in developing the potential of those Assistant Professors recruited.

The School recognises that individuals will be appointed who are at different stages of their academic careers and considers that a process of structured review is beneficial to these employees and the School. Upon successful completion of Major Review there will be automatic promotion from Assistant Professor to Associate Professor and appropriate salary amendment.


The aim of the Interim Review is to assess the progress of Assistant Professors during the early part of their appointments and to confirm whether they are on track for a successful Major Review.

Should members of staff not pass the Review (at either interim or full review stage) this will be confirmed and employment as an Assistant Professor will be terminated with contractual notice of not less than one term. There will be the right to appeal any such decision in line with the Appeals process contained in the Academic Annex (as amended from time to time).

The detailed procedures relating to Interim Review and Major Review are available in the Guidelines for Promotion and Review of Academic Staff. These guidelines are subject to periodic review and may be amended or updated as the School considers necessary. Human Resources will issue Assistant Professors with the guidelines relevant at the time of their review and detailed information about the procedures to be followed. The current guidelines are published on the Human Resources website.

The Promotions Committee is the formal School decision-making body which reaches decisions about success at Interim Review and Major Review.

The Promotions Committee expects that all academics and particularly those coming up for promotion or review will receive constructive advice on career development from senior academic colleagues. In this context, for those



staff pre-Major Review the role of the Mentor is considered to be of vital significance.

The contents of this handbook and any subsequent amendments are the “Terms and Conditions of Employment” referred to in the letter of appointment.

If there is ever a conflict between these standard terms and conditions and the letter of appointment, the letter of appointment shall take precedence, subject to rights under legislation.

The School has outlined role profiles for Academic staff at each level. These role profiles identify the range of activities that are likely to be associated with a specific role. However, the range and balance of activities in a particular role will vary within and between departments and during the career of any individual.

The role profiles, while providing guidance as to the scope and range of different roles, should not be seen as a checklist upon which promotion decisions will be taken. The role profiles are available on the Human Resources website.

On joining, members of staff are required to show adequate documentation to confirm their eligibility to work in the United Kingdom.

Members of staff should provide full details of their name, home address, bank account and emergency contacts to Human Resources and they must inform Human Resources of any subsequent changes.

### 3 Salary

The starting salary for an appointment shall be as set out in the letter of appointment and shall be payable monthly in arrears by bank transfer. The normal pay day is the last English banking day of each calendar month, except in December when it is the last English banking day before Christmas Day.

If an appointment is part-time, the salary shall be pro rated accordingly.

All Academic staff will be eligible to participate in the School's annual contribution pay arrangements which are designed to give recognition to teaching, research and citizenship contribution. Awards under these arrangements can either be consolidated pay increases or lump sum awards.

Pay awards are periodically applied to adjust the values of points on pay scales, usually from 1 August each year. Pay awards are negotiated at a national level by the Joint Negotiating Committee for Higher Education Staff (JNCHEs), which includes representatives of the Universities and Colleges Employers' Association (UCEA) and Higher Education unions, including the Universities and Colleges Union (UCU), UNISON and Unite.


Any change in salary, other than that applicable under normal annual incrementation or pay awards outlined above, shall be confirmed in writing.

Members of staff shall be issued each month with a notice of pay advice that sets out gross salary due, tax, National Insurance and other deductions made and net salary paid. Any errors in salary payments or deductions should be reported to Human Resources immediately.

As a general rule the School does not make advances of salary.

### 4 Superannuation

Staff will normally be eligible to join the Universities Superannuation Scheme (USS). Full details of USS are available from HR. Your potential membership of and rights under USS are subject to the Rules of USS from time to time in force and at the discretion of the Trustees of USS. USS is contracted out of the State Second Pension scheme. USS is a contributory scheme and the current contribution rates can be found on the Human Resources website.



USS Plus is a salary sacrifice scheme, by which a member's basic salary (and any other pensionable salary elements) will be reduced by a percentage rate as per USS Rules, with the School contributing to USS on behalf of members. PAYE and National Insurance will be calculated on the adjusted salary. As there are no employee contributions to USS Plus, should staff decide to opt out of the scheme or leave the School, they will not be entitled to any refund.

Alternatively, should staff decide that they may wish to opt out of USS to get a refund of contributions (within a maximum period of two years), they can instead join USS Standard. USS Standard is a defined benefit contracted-out pension scheme, and so members are contracted out of the State Second Pension. Employee pension contributions under USS Standard are not subject to PAYE, but National Insurance is payable.

If a member of staff is eligible to join USS and elects not to do so, they must submit a signed pension opt out form to this effect to HR, found on the Scheme website. Should they initially elect not to join USS, they will have the option of subsequently joining subject to USS Rules and the USS Trustee Company's discretion on eligibility from time to time in force. However, membership and pension benefits would not be backdated. Members of staff should consider carefully whether electing not to join USS is in their interest – ideally they should seek independent financial advice – as membership of USS currently includes a number of benefits including death-in-service insurance. If a member of staff elects not to join USS, they will be reassessed under auto-enrolment rules periodically and may be re-entered into the scheme. If re-entered into the scheme, an election to opt out can be re-submitted.

For further information on USS, please contact HR or refer to the Human Resources and USS websites.

### 5 Working hours

Pay is calculated on the basis of a full-time member of staff working 35 hours per week (excluding lunch breaks). Members of staff will normally be expected to work such hours and such days as are required to fulfil the responsibilities of their contract. The normal expectation is that staff will carry out a full range of academic duties across the academic session, unless on academic leave previously approved through the normal School processes.

### 6 Residence

Staff will be required to reside within a radius of 30 miles of the School. In exceptional circumstances the requirement may be waived, in consultation with their Head of Department and the Director.


### 7 Holiday

The holiday entitlement for full-time members of staff is 25 days' annual leave plus Christmas closure (five extra days) and Easter closure (three extra days) plus public holidays (eight days per year).

The holiday entitlement for part-time members of staff (whether annual leave, closure days or public holidays) is pro rated as appropriate.

The leave year is the calendar year. (If a Christmas closure day falls in January, this is deemed to be in the previous leave year for the purposes of pro rating annual leave.)

Academic staff should discuss the precise timing of annual leave with their Head of Department/Director.



Annual leave accrues from the date of appointment throughout periods of paid service including paid leave.

Annual leave entitlement during a member of staff's first leave year shall be calculated on a pro rata basis to reflect their joining date. If a member of staff wishes to take unpaid leave to allow for arrangements made before joining the School, this can be agreed at the discretion of their Head of Department/Director.

Certain School duties attract an additional entitlement to annual leave, on the approval of Human Resources.

Up to five days' leave may be carried over from one year to the next (pro rata for part-time staff). Agreement to carry over more than this is usually given only when there are strong personal reasons or when School business has prevented staff from taking leave.

## 8 Career development and mentoring

The Promotions Committee expects that all academics and particularly those coming up for Interim/Major Review, will receive constructive advice and guidance on career development, including annual reviews combined with mentoring, from senior academic colleagues.

Full Professors will be offered biennial reviews as they progress towards promotion.

The Mentoring Guidelines for Newly Appointed Academic Staff are available on the Human Resources website.

Academic Staff are also offered a programme of induction activities run by the Teaching and Learning Centre.

### Career opportunities

The School believes that the training and development of all staff is in the interests of the School, its constituent departments and

of the individual staff members themselves.

The Teaching and Learning Centre, Library, IT Services, Human Resources Division, Language Centre and Careers Service all offer a range of internal development and support activities.

This includes opportunity for one-to-one support and development around a wide range of issues, seminars and workshops, on-line resources, and in-house newsletters and guides. There is provision for staff at all stages of their careers, though there is particular emphasis on training and developments for those new to LSE with a range of specialised induction programmes. For further details on this provision, contact [tlc@lse.ac.uk](mailto:tlc@lse.ac.uk), visit the Teaching and Learning website: [teaching.lse.ac.uk/](http://teaching.lse.ac.uk/) which, despite its name, also addresses issues of staff development related to research and academic management/administration and/or the various individual providers.

The School is prepared to consider sympathetically any reasonable request for a member of staff to have paid leave in order to take examinations leading to a degree or professional qualification, or in order to attend courses, conferences, and other activities which contribute to their career development, or to visit or accept secondment to other institutions or organisations. The Teaching and Learning Centre may, with advanced notice, contribute towards funding of external training, particularly to enable staff to develop their teaching and research skills, including developing proficiency in other languages for the purposes of undertaking research. This funding does not cover attendance at subject specialist conferences.

## 9 Academic staff leave

There are four principal kinds of leave:

- i. sabbatical leave
- ii. travel leave which, if granted, is ordinarily granted with full salary

iii. short leave which is ordinarily with full salary and is granted for periods not exceeding four weeks of term

- iv. special leave
  - a) buyout
  - b) secondment
  - c) internal transfer
  - d) research leave.

All applicants for sabbatical, special, travel and short leave (of more than one week) should be made on the appropriate form, obtainable from Departmental Managers, Human Resources, or available to download from the Human Resources website.

### Sabbatical leave

The School fully appreciates and upholds the value of sabbatical leave for individual career development, and as a consequence for the enhancement of its academic reputation. To that end, it has established the following regulations to ensure that individuals' exercise of that right benefits the academic community as a whole. Before 1988 the qualifying service for sabbatical leave was longer. Members of staff who require information on their leave entitlement in respect of service prior to October 1988 should contact Human Resources.

The Council of the London School of Economics and Political Science is prepared to consider favourably applications for sabbatical leave for one term from members of the full-time teaching staff who will, before that term, have completed a period of not less than eight terms' service in the School or will have completed such a period since last enjoying sabbatical leave. By custom consideration of sabbatical leave applications has been delegated by the Council to the Director of the School.

The Council of the London School of Economics and Political Science will also be prepared to consider favourably applications

for sabbatical leave of two terms or of three terms from members of the full-time teaching staff who will have completed substantially more than three years' service in the School or will have completed such a period since last enjoying sabbatical leave.

The Council has not prescribed a period of service as qualification for sabbatical leave of more than one term, since they will take other circumstances besides length of service into account. They have in mind that in the ordinary way two terms' sabbatical leave might be given after 16 terms' service without leave and three terms after seven years' service.

Any period for which a member of the teaching staff is on sabbatical leave, special leave, or travel leave will be disregarded in computing the period of service qualifying for sabbatical leave.

The holding of the following administrative posts by members of the academic staff will allow them to count the time spent in these posts as double towards their sabbatical leave entitlement;

- Chair, Graduate Studies Sub-Committee
- Chair, Undergraduate Studies Sub-Committee
- Dean of Undergraduate Studies
- Dean of Graduate Studies
- Chair, Research Degrees Sub-Committee
- Associate Dean for the General Course.

Holders of other such offices and Chairs of other such committees as the Director may from time to time consider appropriate.

The following offices allow the holders to receive triple entitlement for their office holding period:

- Pro Directors
- Vice Chair of the Academic Board

- Vice Chair of the Appointments Committee
- Heads of Department.

If agreed in writing prior to the date of commencement by the Provost Deputy Director service in another university or college immediately preceding service with the School may be taken into account in computing the period of service required as qualification for sabbatical leave, provided that not less than half the qualifying service required in any instance shall have been served at the School. Service in another university is used as a top-up device and is not counted on a year-for-year basis.

Previous service at LSE can also be taken into account when computing the period of service required as qualification for sabbatical leave. Previous service at LSE is counted on a year-by-year basis and the value of the service accords to the rate current when the service was accrued.

The precise timing of sabbatical leave will in general depend on the possibility of making satisfactory arrangements for the work of the applicant to be carried on by their colleagues as part of their work in the School. It is recognised that the employment of temporary additional assistance will sometimes be necessary, and the School will be prepared to provide replacement funds when necessary.

In considering an application for sabbatical leave, the Director will take into account:

**(a) The purpose for which leave is requested.**

The general purpose of sabbatical leave is to enable members of the teaching staff to have the opportunity to pursue research upon which they might be engaged; to undertake preparation of new courses and to retrain in fresh areas of academic activity. These purposes are achieved through staff being granted relief

from the normal departmental teaching and administrative duties. Sabbatical leave may be used for travel in connection with the purposes for which it has been granted. The purposes of sabbatical leave do not normally include enabling members of the teaching staff to accept a teaching engagement in term-time at another University, or to engage in other remunerative employment. While members of the teaching staff are not precluded from accepting a commission to give during sabbatical leave one or two special lectures or to do occasional writing (apart from normal work) they will be required to obtain the permission of the Council of the London School of Economics and Political Science before accepting any paid employment.

Staff applying for sabbatical leave are required to state in the application for leave the purpose(s) for which the leave will be used. This may be a specific programme of work (eg completion of a book) or more general programme of reading or study to be undertaken during the proposed period of leave.

**(b) The use made by the applicant of previous periods of sabbatical leave.**

All staff granted sabbatical leave will be required after the period of leave to make a brief report on the work/study undertaken during the period of leave, indicating the benefits which have accrued there from. This report will be kept on the individual's personal file in Human Resources for reference by the Director when considering future applications for sabbatical leave.

**(c) The significance of the proposed period of leave for the individual's career development.**

The grant of sabbatical leave will in general be without reduction of salary or allowances.

Applications for the grant of sabbatical leave should be made on the appropriate form through the Head of the relevant department

not less than nine months before the date on which leave, if granted, will take effect. Heads of Department are required to inform the Director in writing, with reasons, of any applications for sabbatical leave which they are unable to support. The Director may ask the Vice Chair of the Appointments Committee to advise. The Heads of Department should inform the applicant why they are unable to support the application. The normal expectation is that a member of staff will be granted the sabbatical leave to which their service entitles them unless the School or Department has particularly strong reasons why it should not be granted at the time.

**Travel leave**

The Council of the London School of Economics and Political Science is prepared to consider applications from members of the academic staff for travel leave.

Such leave may be granted in order that applicants may undertake a journey which is of specific value either to their research or to their teaching.

The grant of travel leave will, in general, be without reduction of salary or allowances, save that the Council may determine that there be made from an applicant's salary or allowances a deduction equivalent to any payment receivable from some external source which in their opinion covers or partially covers expenditure that would ordinarily be met out of the applicant's salary and allowances.

Travel leave will be granted on the understanding that the teaching duties of absent teachers will be shared by their colleagues and that no expenditure will be incurred by the School in engaging additional teaching help for the purpose.

**Short leave**

The School is prepared to consider applications from members of the academic staff for short leave for academic or other purposes.

Such leave may be granted to a member of the academic staff for any period not exceeding four weeks during term time without reduction of salary or allowances.


Applications for short leave periods not exceeding one week should be made to the Head of Department of the applicant's department, who has authority to grant it. Heads of Department are requested to inform Human Resources in writing of all the cases of short leave which they have granted. Applications for short leave for a period in excess of one week but not exceeding the maximum of four weeks should be made to Human Resources on the appropriate form.

**Special leave**

Members of the academic staff may apply for special leave in order to visit another academic institution, or to accept some temporary appointment (which may be part of an externally-funded research project) relevant to their academic work. Members of staff may also apply for an internal transfer in order to carry out teaching and/or research in a Centre or Institute. The procedure for considering these applications is designed to balance the opportunities for individuals against the need to maintain the quality of staff working in the Departments of the School.

Individuals who apply for special leave or an internal transfer are referred to the procedures for promotion and review, which require explicit evidence of the candidate's record in research, teaching, and administrative duties. Applicants for special leave may wish to establish the implications of their proposed work for promotion and/or review in consultation with their Head of Department.





Special leave is divided into three categories, according to whether or not the person concerned is paid by the School during the period of leave. If the member of staff is paid directly by an outside body, the arrangement is termed secondment. If the member of staff is paid through the School, and the Department concerned receives some compensation from an outside body or an earmarked School Fund, the arrangement is termed buyout. An internal transfer is a temporary reallocation of an individual's duties within the School, in which no direct payment from an outside body is involved.

Members of staff who have been granted special leave without pay should arrange to see Human Resources before departure, so that questions relating to the recovery of Superannuation and National Insurance Contributions can be settled.

#### (a) Secondment

Individuals who wish to be seconded should discuss the arrangements with the proposed sponsor. Sponsors should be alerted to the fact that the School will wish to clarify arrangements for superannuation and related matters, and that in some circumstances it may claim additional compensation for the loss of services of the person concerned.

A member of staff may apply to be seconded for a period of up to two years. In cases where a strong case can be made on the grounds of public service, the Appointments Committee may agree to extend the period, subject to an absolute limit of three years.

Secondment shall ordinarily be subject to the condition that for a determined period no salary or other allowances will be payable by the School to the applicant. The period during which the applicant's salary shall not be payable are:

- where the secondment is granted for three consecutive terms, a period of twelve calendar months, beginning on a date to be determined

by the Appointments Committee;

- where the secondment is granted for less than three consecutive terms, a period beginning on the first day of leave that falls in term and ending on the last such day.

However, if the Appointments Committee is satisfied that an adjustment is necessary to prevent the applicant's being in a worse financial position because of the grant of secondment, it may authorise payment to the applicant of a proportion not exceeding 50 per cent of the salary and allowances normally payable by the School (or, with the approval of the Council of the London School of Economics and Political Science, a proportion exceeding 50 per cent, but not exceeding 100 per cent).

The School may require applicants for secondment to seek the agreement of the institution that they are to visit to refund the School its superannuation contributions in respect of the period for which salary is not payable. If that institution is not willing to do so, applicants may be required to surrender to the School for the purpose any refund of provident fund contributions of the like that may be payable to them by the institution and that is, in the judgement of the School, appropriate to be used for this purpose; in default of any arrangement of either kind the cost of the superannuation contributions will be met by the School.

#### (b) Buyout

Potential sponsors of buyouts must be recognised by the School and must provide a clear indication of the level of financial compensation available. The Research Division will make every effort to ensure that contracts allow the School to claim compensation commensurate with the status of the person concerned, and that the maximum amount available is claimed in every case.

A member of staff may apply for buyout of teaching and associated duties up to a maximum

level (which is not an entitlement) equivalent of 40 per cent of the normal load in any five-year period. Time spent on sabbatical leave will not be included in the five-year period. Each Department will be expected to ensure that the total level of absences for all reasons does not exceed what is appropriate to its size and needs, and that the entitlement to sabbatical leave is given precedence over other types of absence.

#### (c) Internal transfer

The conditions for internal transfer are as above, except that where the transfer is a direct replacement of teaching duties by other equivalent teaching duties, the Appointments Committee may agree to waive the limit.

For further information please contact Human Resources or refer to the Human Resources website.

#### (d) Research Leave (New Academic Career staff only)

The purpose of research leave is for academic staff members to re-establish their research trajectory following a long period of absence. Research leave is an automatic entitlement and one term of leave will apply in cases of maternity, paternity or adoption leave of six months or greater. Research leave may also be applicable on a case-by-case basis following long-term absence due to ill-health. Heads of Department can make requests that fall outside of the above categories and these can be approved at the discretion of the Provost, whose decision is final.

Research leave must normally be taken within one year of the employee returning to work. Research leave not taken during this timeframe will be lost, unless the Head of Department and Provost approve an alternative arrangement in the individual case. Should an academic staff member leave the School before having taken any research leave they are entitled to, there will be no payment in lieu of untaken leave.

For further information, please contact Human Resources or refer to the Human Resources website.

### 10 Jury service and other public duties

The School recognises the contribution made by staff to public duties in the community.

The School will pay full salary as usual whilst a member of staff is on jury service for up to two weeks. Members of staff do not therefore have to claim for loss of earnings for this period.

Where members of staff are allocated to a case that lasts more than two weeks, the School will ask them to claim for loss of earnings up to the maximum permitted by the Court. However, the School will in these circumstances still make up any shortfall between the permitted maximum and full salary. Members of staff should contact Human Resources for further advice.

During the period of jury service, there may be certain days when members of staff are given advance warning by the Court that they do not need to attend. They should come to work as normal on these days.

At the end of their period of jury service, members of staff are asked to inform Human Resources of the days when they were unable to attend work.

In accordance with statutory rights, the School permits members of staff who hold certain public positions reasonable time off (usually up to five working days) to attend meetings of the relevant body or perform duties approved by the body. This time off is unpaid.

Members of staff holding certain non-political positions may also apply for paid leave under the School's Volunteering4All scheme.

For further details, please contact Human Resources.

## 11 Sickness absence

Members of staff who are unfit for work, because they are sick or injured, must inform their line manager or Head of Department on the first working day of absence unless the severity of their illness prevents this, in which case they must ask somebody else to do so on their behalf. They should at the same time inform when it is likely that they will be fit to return to work.

On their return to work, members of staff should complete an internal sickness absence notification form.

If members of staff are unfit for work for more than one calendar week they must also, as soon as possible, provide their line manager or Head of Department with a doctor's medical certificate completed by their GP and signed by themselves.

If the period of incapacity continues, they must continue to submit medical certificates promptly for the whole period of absence until they are declared fit to return to work.

Provided that they comply with the notification procedure outlined above, their salary shall be paid at full or half-rate for a period according to the rules for calculating sick pay set out below.

Failure to observe the notification procedures outlined above may result in sick pay being withheld and members of staff may become subject to the appropriate disciplinary procedure.

For the purposes of calculating contractual (occupational) sick pay (OSP) and Statutory Sick Pay (SSP), all days of the week (Monday – Sunday) are counted for both entitlement and payment purposes.

The entitlement to contractual (occupational) sick pay, and the period for which it shall be paid, in respect of any absence due to illness shall be determined by length of service as follows:

	Full pay	Half pay
First 3 months' service	2 weeks	2 weeks
After 3 months' service	2 months	2 months
After 1 year' service	3 months	3 months
After 3 years' service	5 months	5 months
After 5 years' service	6 months	6 months

except that, i) any days of paid sickness absence in the 12 months immediately prior to the first day of the absence shall be deducted from the entitlement, ii) where an absence is separated from an earlier absence by eight weeks (that is, 56 days), or less, the two absences will link and the entitlement will be calculated as at the first day of the first linked absence.

If entitlement to full pay expires whilst the member of staff is absent, in exceptional circumstances at the discretion of the Director, salary may continue to be paid at full or a lesser rate.

In accordance with statutory rights, Statutory Sickness Pay (SSP) shall be paid to staff if they are eligible, but any SSP due shall be offset against contractual (occupational) sick pay (OSP).

Line managers are required to record sickness absence for staff in their departments and will take appropriate action in consultation with Human Resources, should there be cause for concern.

Where, to assist full recovery, members of staff return to work on an agreed phased basis (ie attendance for fewer days per week and/or fewer hours per day than their normal contractual hours), hours not worked shall be deducted from their sickness entitlement. Members of staff and their managers shall continue to report unworked contractual hours as sickness leave, until there is a complete return to normal contractual hours.

## 12 Maternity leave

Pregnant members of staff have a statutory right to take paid time off for antenatal care appointments and a basic statutory entitlement to 26 weeks of ordinary maternity leave and 26 weeks of additional maternity leave.

Additionally, the School offers 18 weeks of full contractual (occupational) maternity pay (OMP) (pro rata if part-time) to those who have completed 26 weeks' continuous service at the beginning of the 15th week before the expected week of childbirth (EWC). This contractual maternity pay is inclusive of Statutory Maternity Pay (SMP) during the 18-week period. However, following that, SMP continues for a further 21 weeks. Contractual pay shall not extend beyond the end date of a contract.

A surrogate female employee who gives birth is eligible for paid maternity leave provided that she meets the eligibility criteria. Full details of the School's maternity policy and procedures can be found on the Human Resources website.

For specific and confidential advice, members of staff should arrange an interview with a member of the HR Services team.

## 13 Paternity leave

Eligibility for paternity leave is in accordance with statutory rights.

Members of staff who have completed 26 weeks' continuous service at the beginning of the 15th week before the expected week of childbirth (EWC) are eligible to apply for 10 days' statutory paid paternity leave.

Additionally, the School offers 10 days' full contractual (occupational) paternity pay (OPP) pay (pro rata if part-time) to those who have completed 26 weeks' continuous service at the beginning of the 15th week before the expected week of childbirth (EWC). Contractual paternity pay is inclusive of Statutory Paternity Pay (SPP).

The paternity leave policy and procedure are available on the Human Resources website. In all cases of paternity leave, members of staff should notify a member of the HR Services team.

## 14 Adoption leave

Eligibility for adoption leave is in accordance with statutory rights. Members of staff who have completed 26 weeks' continuous service ending with the week in which the adopter was notified of having been matched with a child by an adoption agency are eligible to apply for 39 weeks' statutory paid leave followed by a further 13 weeks' unpaid leave. For further information staff should contact a member of the HR Services team.

Additionally, the School offers 18 weeks' full contractual (occupational) adoption pay to members of staff who have completed 26 weeks' continuous service ending with the week in which the adopter was notified of having been matched with a child by an adoption agency. This contractual adoption pay is inclusive of statutory adoption pay (SAP) during the 18-week period, but following that SAP continues for a further 21 weeks. Contractual pay will not extend beyond the end date of a contract.

## 15 Additional Paternity Leave and Pay

Eligibility for additional paternity leave is in accordance with statutory rights.

Eligible employees may take up to 26 weeks' Additional Paternity leave (APL) within the first year of their child's life, provided that the mother has returned to work before using her full entitlement to maternity leave. APL is also available to adoptive parents within the first year after the child's placement for adoption, providing the child's main adopter who elected to take adoption leave has returned to work before using his/her entitlement to adoption leave.

The earliest that additional paternity leave can commence is 20 weeks after the date on which the child is born and must end no later than 12 months after the birth of the child. Additional paternity leave must be taken in multiples of complete weeks and last between 2 weeks and 26 weeks.

If the employee is eligible to receive APL, they will receive any entitlement based on the mother's return to work date. When the statutory pay has been exhausted the rest of the pay period will be unpaid.

Statutory paternity pay is payable whether or not the employee intends to return to work after his/her additional paternity leave.

## 16 Time off for antenatal care

Fathers, partners or parents where the child is born through a surrogate do not have a statutory right to time off to accompany the birth mother to antenatal appointments. The School, however, does recognise the importance of giving support to the birth mother and being involved with important decisions about the pregnancy and baby. Employees wishing to accompany the birth mother to antenatal appointments should speak to their line manager about the possibility of paid time off to attend the appointments.

## 17 Right to request flexible working

In accordance with statutory rights, subject to 26 weeks' continuous service, a parent with a child of six years or under, or less than 18 years if the child is entitled to disability living allowance, or a carer of an adult, may apply to work flexibly. Employers are obliged seriously to consider such a request and, if it is not possible to agree to such a request, must provide a written explanation of their reasons.

## 18 Parental leave

On completion of a year's continuous service, members of staff may apply for a total of 18 weeks' unpaid leave for each child up to the age of five years (or up to the age of 18 years if the child is entitled to disability living allowance) if they are a named parent on the birth certificate, or are the adopted parent or step-parent or are formally responsible under the Children Act 1989 or Children (Scotland) Act 1995. For further information and the School's policy and procedure, contact a member of the HR Services team.

An employee who is having a child through a surrogate is not eligible for statutory maternity pay or leave however the employee is entitled to take up to a total of 18 weeks' unpaid leave for the child.

## 19 Emergency leave

Members of staff may apply for emergency leave for crisis incidents (ie incidents that were unforeseen and could not be planned for) affecting a dependant (for example, their parent, spouse, civil partner, child, partner or someone who lives with them as a family member) in order to arrange care for that person. Up to two days' paid leave a year can be given for circumstances not covered by compassionate leave. Members of staff are expected to contact their line manager at the earliest opportunity in order to explain the situation. Requests for additional unpaid leave may be made. For further information and the School's Staff Support Leave Policy, please contact a member of the HR Services or refer to the Human Resources website.

Entitlement to emergency leave is calculated using a rolling 12-month period and no carry-forward is possible.

## 20 Compassionate leave

Members of staff are allowed paid leave of two days for the death and attendance at the funeral of immediate family members, other close relatives or other people with whom they had a close continuing relationship. If members of staff are responsible for making the funeral arrangements, up to a total of five working days' paid leave for planning and attendance may be given. Applications for all compassionate leave in these circumstances should be made to Heads of Department/Heads of Service. Heads of Department/Heads of Service may exercise discretion in approving compassionate leave above the normal allowance as each request needs to be judged on the circumstances of the case – such discretion should be exercised in consultation with their HR Partner.


Paid leave may also be given when a close relative is terminally ill or when, in the absence of other nursing arrangements, members of staff are responsible for care. The total amount of leave should normally be not more than 15 working days. If members of staff need to apply to their line manager for such leave, wherever possible they should do so in advance.

For advice, members of staff and Heads of Department/Heads of Service should contact their HR Partner.

## 21 Equality and diversity

Equality and diversity are central to the aims and objectives of LSE. The London School of Economics and Political Science actively promotes the involvement of staff and students, men and women, from all social, economic, ethnic, cultural and religious backgrounds. LSE recognises that this is integral to ensuring that it delivers the best possible service to its students, staff and the wider community.





In all employment relationships entered into by the School, it will seek to ensure that people are free from discrimination on the grounds of age (subject to statutory retirement requirements), disability, race, nationality, ethnic or national origin, gender, gender reassignment, religion or belief, sexual orientation, marriage and civil partnerships, pregnancy and maternity, personal circumstances, political affiliation or trade union membership.

The diversity of staff and the participation of staff in the School's decision-making processes are two of the nine institutional values stated in the Strategic Plan 2011-2016. As an employer, LSE strives to ensure that all its members of staff are able to develop to their full potential and are treated with dignity and respect. Policies and procedures have been developed and are constantly reviewed in order to ensure that the needs of all staff are met.

## 22 Health and safety

Members of staff have responsibilities in relation to health and safety and must comply with the LSE's Safety Policy. Failure to do so may be a disciplinary offence. The full text of the Safety Policy can be found on the Health and Safety website. Certain sections are reproduced in Appendix A.

## 23 Visual display units and eyesight tests

In accordance with statutory rights, assistance is available towards the cost of an eyesight test for those who work with visual display equipment as a significant part of their normal working hours. Additionally the School provides a further contribution towards the cost of corrective lenses/glasses needed for VDU work.

For further information please contact the Human Resources Division or refer to the Human Resources website.

## 24 Smoking policy

Smoking is prohibited inside all buildings on the Houghton Street campus, all LSE halls of residence, including residents' rooms, and any other building or facility managed by the School. The prohibition extends to building entrances, including doorways, steps and ramps and external fire escape stairways and escape routes.

## 25 The Regulations for Internal Financial Management

All members of staff have a general responsibility for the security of the School's property, for avoiding loss and for due economy in the use of resources. Compliance with financial regulations and procedures is compulsory for all staff connected with the School.


The Regulations For Internal Financial Management are updated annually and the current version can be found on the Finance Division website.

## 26 Data Protection Act 1998

All members of staff have a responsibility to manage the personal data of other staff, students, applicants, alumni and members of the general public in line with the principles of the Data Protection Act 1998 and the London School of Economics' registration in the Data Protection Register.

The Data Protection Act principles are:

- personal data shall be processed fairly and lawfully
- personal data shall be obtained and processed only for one or more specified and lawful purposes
- personal data shall be adequate, relevant and not excessive
- personal data shall be accurate, and wherever possible, kept up-to-date

- 
- personal data shall not be kept for longer than is necessary
  - personal data shall be processed in accordance with the rights of data subjects
  - appropriate measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data
  - personal data shall not be transferred to a country or territory outside the European Economic Area (EEA) unless adequate data protection rights are ensured.

Advice on the application of these principles should be sought if necessary from the School's Data Protection Officer. For further information please refer to the School's Data Protection website.

## 27 Freedom of Information Act 2000

Members of staff are responsible for managing their records so that they can respond to Freedom of Information requests within 20 working days. They also need to be aware of what is on the Publication Scheme, so that they can point requesters to it. The Publication Scheme should also be used proactively to publish as much information as possible.

For further information and advice please refer to the School's Freedom of Information website.

## 28 Conditions of Use of IT Facilities

Members of staff must comply with the Conditions of Use of IT Facilities. These conditions are updated periodically by IT Services and the current version can be found on the IT Services website.

## 29 Emergency access to emails

Members of staff who are on holiday or absent from the School for any other reason should set up an "Out of Office Assistant" message for the duration of their absence and, if appropriate, leave a contact number. Members of staff should be aware that their emails could be checked for any legitimate search for relevant School-related messages if they are either absent or on holiday, and it is not possible to contact them (either because they are on holiday or have not left a contact number).

Members of staff should be aware that their emails could be checked for any legitimate search for relevant School-related messages once they have left the service of the School.

## 30 Use of telephone

The School has a telephone system that automatically logs details of all calls (ie, the recipients and duration) made and received. Members of staff should be aware that telephone usage records are sent to managers on a monthly basis.

Personal calls should, as far as practicable, be made outside working hours. Members of staff may however use the School phone system during working hours to make short occasional personal calls to local or national numbers.

Members of staff who need to make personal calls of a longer duration, or calls to international numbers should do this in their own time. These calls may be made by using their personal account on the School's telephone system.

## 31 Use of furniture

The School has a right to expect any locked drawers or cupboards to be opened on request. Members of staff who are on holiday or absent from the School for any other reason should leave a key with colleagues to allow access, as appropriate.

## 32 Additional work outside of normal contract

Members of staff shall be required to obtain the permission of the School before undertaking:

- teaching during term, other than the delivery of a small number of special lectures, for any body other than the School
- any standing, regular or frequently recurring commitment to do paid work for any body other than the School
- any other paid works which might impede the proper performance of their duties of teaching, research and participation in the life and administration of the School.

Members of staff may not hold appointments concurrently with other institutions without the express permission of the Director of the School and Director of Human Resources.

Part-time members of staff may not hold an appointment concurrently with another institution where the total contracted employment at the School and the other institution exceeds a full-time position. Part-time members staff employed at the School must inform the Director of Human Resources in writing of the details of any other part-time post held at another institution.

The Council has drawn up a set of principles that will guide them in their consideration of applications for permission to do outside work as follows:

### School policy on outside activities in general

The School recognises that outside activities, such as lectures, broadcasts, and consultancy, are usually of benefit to the School and its staff. They enhance the image of the School, help create collaborative links, and provide direct feedback into teaching and research. Clearly, however, the School needs to ensure that outside activities

do not compromise the normal activities of the School, and that the School does not become inadvertently responsible for the actions of an individual. This Code of Practice is intended to clarify, rather than replace formal terms and conditions of employment. There is no intention that it should impose restrictions on voluntary and unpaid work. With certain limited exceptions, in the case of full-time appointments, no outside work with other parties outside the School, or personal business activities may be undertaken without the prior permission of the Director. The following activities will not require prior permission unless there is any reason to believe that they may interfere with the responsibilities which the members of staff concerned have by virtue of their School appointment:

- External examining
- Work arranged via the Research Division or LSE Enterprise Ltd
- Occasional lectures and broadcasts
- Authorship of books and other learned publications
- Consultations, answering queries, etc in response to ad hoc requests. (If such work is found to lead to significant and continuing activity, say more than 5 days, then the permission of the Director will be required.) In all such cases it is the responsibility of members of staff to consult with their Head of Department, and inform the outside body that they are acting as an individual and not on behalf of the School and that the School accepts no responsibility for opinions or advice given
- Occasional teaching.

### Outside work undertaken as a purely private activity

With the above limited exceptions, in the case of full-time appointments, no outside work with parties outside the School may be undertaken without the prior permission of the Director. When members of staff are granted such permission, the work undertaken is regarded with the exception of work arranged via Research Division or LSE Enterprise Ltd as being outside the course of their employment by the School. Unless any other arrangement is deemed appropriate by the School, as for example where the outside work affects the extent to which members of staff are able to fulfil the responsibilities arising by virtue of their School appointment, members of staff are entitled to the revenue which arises from the activity and the School will have no interest in any rights from the activity. Members of staff will not have the right to use School facilities including those of its Departments or Central Services and will have to pay the full economic cost for such facilities as they may be permitted to use. Members of staff should not use the School's notepaper or any other medium whereby the name of the School might be introduced into such activities without authority. Applications for permission to undertake work as a purely private activity must be submitted to the Director and include the following information:

- The name of the member(s) of staff concerned
- The title of the project and a brief description of the work involved
- The proposed starting date and duration of the work
- Full details of School facilities required (for the calculation of the full economic cost)
- An undertaking that the work will not interfere with the teaching and other normal School duties of the member(s) of staff concerned

- The written approval of the relevant Head of Department.

The Director will consider the application with advice as appropriate. The Director will give a decision on the application within a timescale commensurate with the level of urgency indicated by the applicant. Applications are considered against the following guidelines:

- That the work to be undertaken is normally not incompatible with the research and scholarly objectives of the School
- That the full economic costs arising out of the use of any School facilities are fully recoverable
- That the work does not conflict with the interests of the School through any other outside work currently being undertaken or planned as a School activity arranged through LSE Enterprise Ltd or the Research Division
- That the total commitment of the individual to such outside work is reasonable. As a guide it is considered that outside work in excess of 50 days per academic year would conflict with normal duties. The Director will have the discretion to approve applications for more than 50 days on an individual basis
- The extent of any other outside work currently being undertaken by the member of staff concerned and/or the results of any outside work previously undertaken. In granting approval the Director will remind the members of staff concerned of the considerations set out under the section, "Outside Work Undertaken as a Purely Private Activity".

### Legal liability on private outside work

When a member of staff is granted permission to undertake Private Outside Work, the School will, as appropriate, write to the agency concerned stating that the member of staff is acting in a personal capacity and that the School accepts no liability. This must be done before an agreement is signed hence the requirement that prior permission must be obtained.

The School's Professional Indemnity Insurance does not cover a member of staff undertaking outside work in a private capacity.

The School will not in any circumstances be liable for any negligence arising from a member of staff's performance of outside work unless carried out via LSE Enterprise Ltd or the Research Division. It is for the member of staff concerned to decide whether to insure personally against any liabilities incurred in the course of or as a result of this work.

However, the School's academic members of staff are covered by the School's insurance policy when they act as external examiners for other institutions.

NB: The following note does not form part of the Code, but is provided for guidance and clarification.

### Contract research or consultancy work undertaken on terms to be approved by the School

This includes work for the UK Research Councils, industrial/commercial organisations, Government Departments, executive agencies, IGOs, NGOs, public corporations and Charities.

The Research Division is available at all times to help staff.

Either the Director of Finance and Facilities or the School Secretary must sign all contracts made on behalf of the School. In their absence, the Director of the Research Division has delegated authority to sign routine contracts. A contract for outside work cannot be accepted without the authorisation of the School.

### 33 Political activities

Any political activity must comply with Article 28 of the Articles of Association of the School as amended by the Special Resolution of the Court of Governors in July 1992.

### 34 Trade union membership

The School recognises the following trade unions: the University and College Union (UCU), UNISON and Unite. Members of staff usually choose to join the union which represents their staff group (see Section 1). For further information please contact the membership secretaries.

The names of the current membership secretaries and the subscription rates can be found on the Human Resources website.

### 35 Resignation, end of fixed-term contracts and notice periods

Members of academic staff may resign their appointment by notice given in writing of a minimum period of one term to expire at the end of an academic term.

Members of academic staff should resign in writing to the Director of the School. A copy of the letter should also be sent to the Director of Human Resources.

Where appointments are for a fixed term, consultation will normally take place if the contract is to terminate upon its expiry; no period of notice other than that implicit in the letter of appointment is required to bring the contract to an end on the expiry date.

The notice period for Academic Staff to be given to staff from the School will be a minimum of one term (to expire at the end of the term).

This represents the minimum level of contractual notice the School would give regarding any contractual changes to terms and conditions of employment but also termination of contract.

Any such change or termination would only take place once the appropriate process has been followed by the School.

The School may choose to give pay in lieu of notice.

The current annual leave entitlement of members of staff who leave the School will be re-calculated on a pro rata basis to reflect their leaving date. Where members of staff have not already taken their entitlement, a corresponding lump sum will be paid with their final salary. Where members of staff have already taken more annual leave than their entitlement, an adjustment will be made in their final salary.

Any outstanding loans or advances shall be deducted from the final salary. If the outstanding amount exceeds any final salary, direct payment should be made payable to the School.

### 36 Retirement

Since 1 October 2011 the School has ceased to have an organisational wide contractual or default retirement age. The School cannot assume, therefore, that staff will retire at a set age. Staff are encouraged to have open discussions with their Head of Department/Head of Service as early as possible in their planning for retirement. However, staff will be invited by their Head of Department/Head of Service to attend a formal meeting to discuss their plans during the year they reach the age of 59.

Staff who wish to retire from the School are required to resign in writing from their post, to their Head of Department/Head of Service (copy to HR) providing at least their contractual notice. Human Resources will acknowledge receipt and confirm acceptance of the request to retire by reason of resignation.

Staff wishing to transition to their retirement date can submit a request to work flexibly. Staff wishing to request to work flexibly should submit any such request to their Head of Department/Head of Service no later than 12 months prior to any proposed commencement of any such flexible option.

The School's pension schemes (USS and SAUL) still retain a Normal Pension Age (NPA), as will the State Pension.

Staff are advised to read the School's Retirement Guidelines for further information. This document can be found on the Human Resources website.

The current annual leave entitlement of members of staff who leave the School will be re-calculated on a pro rata basis to reflect their leaving date. Where members of staff have not already taken their entitlement, a corresponding lump sum will be paid with their final salary. Where members of staff have already taken more annual leave than their entitlement, an adjustment will be made in their final salary.

Any outstanding loans or advances shall be deducted from the final salary. If the outstanding amount exceeds any final salary, direct payment should be made payable to the School.

### 37 Conferment of the titles of Emeritus Reader or Emeritus Professor

The title of Emeritus Professor/Reader will be conferred on those Professors/Readers retiring from the School, in recognition and appreciation of services to the School, the University and the subject.

### 38 Procedures

The following procedures form part of the contract of employment:

- Procedure for complaints of sexual harassment by students
- Policy on alcohol and drugs misuse at work.

These procedures are available on the Human Resources website.

### 39 “The Academic Annex”

The “Academic Annex” sets out the:

- procedure for the dismissal of academic staff for reasons of redundancy as provided for under section 204(2)-(6) of the Education Reform Act
- disciplinary procedures and procedures for dismissals and removal from office
- procedure for removal for incapacity on medical grounds
- appeals procedure
- grievance procedure.

The “Academic Annex” and the procedures contained within it can be found on the Human Resources website.

References to the “Association of University Teachers (AUT)” in the “Academic Annex” should be read as the “University and College Union (UCU)”.

The School is currently reviewing the Academic Annex and the associated procedures. More information can be found on the Human Resources website.

## Other benefits

Sections 40-52 refer to other benefits offered by the School, organisations associated with the School or other third parties. The information contained within these sections is provided for information only, is subject to change and is not in any way to be considered contractual.

### 40 Relocation – Assistance to New Staff

New members of staff joining the School at Assistant, Associate and full Professor level may benefit from the School’s Relocation Policy. Full details of the Scheme may be found on the Human Resources website.

### 41 Nursery

The School has a nursery that provides day care for up to 63 children (aged six months to five years). For further information please contact the Nursery or refer to the Nursery’s website.

There is a salary sacrifice scheme to assist members of staff who use the Nursery.

For further information please contact Human Resources.

### 42 Childcare voucher scheme

For members of staff who arrange childcare outside of the School nursery, the School offers a scheme to purchase childcare vouchers from an external supplier. This scheme operates as a salary sacrifice to assist members of staff with the cost of childcare.

### 43 Library

Founded in 1896, the British Library of Political and Economic Science is internationally recognised as a major social science library. It provides a specialist national and international research collection and collects material on a worldwide basis, in all major European languages. The LSE card acts as both a School ID and a Library card and will therefore allow members of staff automatic access through the turnstiles. Library staff are on hand to answer questions (the Information Desk is located on the first floor). Members of staff can familiarise themselves with Library facilities and services by taking a free audio tour (ask at the Service Counter). Guides to using the Library are available for academic staff and academic support staff. See the Library website for more details of finding information and getting help.

### 44 Events

LSE provides a regular programme of lectures and seminars on a wide range of subjects, including politics, society, culture, architecture and art. Other events include evening and lunchtime concerts. These events are normally free to members of staff. Details of events can be found at:

[www.lse.ac.uk/collections/conferenceAndEventsOffice/](http://www.lse.ac.uk/collections/conferenceAndEventsOffice/)

### 45 Senior Common Room

Membership of the Senior Common Room is open to all members of staff. Membership gives access to the Staff Dining Room and to the Senior Common Room itself, where a large number of newspapers and periodicals are available. For further information on other events, subscription rates and applications, please contact the SCR at [SCRcommittee@lse.ac.uk](mailto:SCRcommittee@lse.ac.uk).

## 46 Season ticket loans

Applications may be made by members of staff for a loan to cover the cost of an annual second class season ticket for travel between home and the School, provided that the member of staff's contract of employment is not due to expire before the expiry date of the season ticket, or the member of staff repays the loan before the end of their contract, and that the member of staff has completed at least three months' continuous service. Where a season ticket loan has been granted, staff will be expected to use their season ticket when travelling on School business whenever possible. For further information please contact Human Resources.

## 47 Cycle to Work Scheme

Eligible staff have the opportunity to lease bicycles and cycle safety equipment (for commuting purposes) free of income tax, National Insurance and partially free of VAT. The School is in partnership with Cyclescheme which offer staff the choice of a large network of partner bike retailers. For more information and details on eligibility, please see the Human Resources website.

## 48 Remission of fees

Applications may be made by members of staff for remission of fees in respect of degree and diploma programmes taken at the school. The remission of fees policy is available on the Human Resources website.

## 49 LSE Student Union Gym

Members of staff are eligible to apply for membership of the LSE Student Union Gym. For further details, see the LSESU Gym website.

## 50 Medical centre and staff counsellor

An onsite medical centre is available to members of staff who face emergencies while at work. The medical centre also provides a number of services run by visiting specialists and health practitioners.

The School also offers a counselling service available to help with any work-related and/or personal problems.

## 51 Private health care

The British United Provident Association (BUPA) offers LSE members of staff a discount off the standard BUPA care rate. Members of staff who are interested in joining BUPA, should contact BUPA directly.

## 52 Chaplaincy

All religious faiths are widely represented in London, and major world religions are well represented in the School's cosmopolitan atmosphere. The Chaplaincy offers a welcome and hospitality to all, as well as the opportunity to talk to a chaplain at any time. For further details see the Chaplaincy website.





## Appendix A

### LSE safety policy (extract)

#### Statement of intent and policy objectives

The Council as the governing body of the School, recognises and accepts the responsibilities placed on it as “Employer” by the Health and Safety at Work Act 1974 and other relevant legislation. The Council has delegated operational responsibility for the health and safety management of the School to the Director.

The Council and Director consider that the health, safety and welfare of staff and students are of paramount importance and that creating and maintaining a healthy and safe working environment is a prerequisite to achieving the stated goals of the London School of Economics to promote excellence in teaching, learning and research. To this end they are committed to achieving the effective implementation of the School’s health and safety policy and the objectives set out below.

The objectives of the LSE’s Safety policy are:


- To set out a clear structure of responsibilities and accountabilities for health and safety, so that individuals at all levels know what is expected of them and what they must do to discharge their responsibilities
- To put in place arrangements to ensure that all staff can acquire the necessary health and safety competences and feel confident to discharge effectively the responsibilities assigned to them
- To put in place effective arrangements to secure compliance with relevant legislation in line with best practice
- To establish a framework for a systematic approach to identifying and controlling risks to the health and safety of staff, students and other persons who may be affected by the School’s work activities

- To establish agreed performance standards against which the School’s efforts to ensure the health and safety of staff, students and others can be measured and to facilitate a continuous improvement in performance
- To have an effective system for communicating and consulting on health and safety matters, and securing the co-operation of employees and students in implementing the safety policy
- To ensure that the operation of the School’s protective and preventive measures are continually monitored and reviewed to ensure that these are working as planned.

#### Employees

All employees, regardless of their position within the School, have the following legal responsibilities under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999:

- To take reasonable care for the safety of themselves and others at work who may be affected by their acts or omissions
- To co-operate with their employer and others in fulfilling statutory responsibilities
- Immediately to notify their employer of any situation that they have reason to believe might present a serious and imminent danger to their own or others’ safety. (Within LSE by notifying the security control room via the emergency number 666)
- To notify their employer of any shortcomings or perceived shortcomings in their health and safety arrangements, even when no immediate danger exists, so that appropriate remedial action may be taken. (This will be done by notifying either their line manager, safety co-ordinator or the School’s Safety Adviser).



The School requires all employees to fulfil their legal responsibilities by co-operating in all matters concerning health and safety by:

- Adhering to the School’s arrangements and procedures for fire and other preventive and protective measures put in place to control and manage risks to the health and safety of employees, students and visitors
- Notifying their line manager or the School’s Safety Officer if they have any medical condition or mobility problems, either temporary or permanent, which affect their ability to sound or hear the fire alarm and leave the building using means of escape stairs quickly and without assistance
- Reporting any accident, incident of verbal or physical abuse, near miss or equipment damage immediately to their line manager or supervisor or safety co-ordinator so that appropriate remedial action may be taken
- Notifying their line manager or supervisor if they experience ill health that they have reason to suspect may be work-related, eg, musculo-skeletal problems as a result of using a computer or lifting, dermatitis from using cleaning chemicals etc
- Carrying out, as appropriate, regular visual checks of equipment before use, to identify any obvious defects such as worn leads or cables, damaged covers/guards or plug tops. After taking any remedial steps that they themselves can safely take, employees should report any defect in equipment, plant etc. to their line manager or safety co-ordinator, who will be responsible for taking the necessary steps to ensure that the equipment is removed and or repaired. (Further details on the reporting defects in equipment and premises is given on the health and safety webpage.)

- Using any equipment or items provided for work correctly and in accordance with manufacturer’s or supplier’s instructions and with any training received.

The full text of the LSE’s Safety Policy, including the organisation and arrangements for implementing the policy, can be found on the Health and Safety website.

**This information can be made available in alternative formats, on request. Please contact: Human Resources**

The London School of Economics and Political Science is a School of the University of London. It is a charity and is incorporated in England as a company limited by guarantee under the Companies Acts (Reg No 70527).

DESIGN: LSE Design Unit



Human  
Resources

LSE  
Houghton Street  
London WC2A 2AE

Tel: +44 (0)20 7955 6659  
Fax: +44 (0)20 7955 6843

[lse.ac.uk/collections/humanResources/](http://lse.ac.uk/collections/humanResources/)