

# Policy on smoking

## 1. Introduction

- 1.1. The London School of Economics has duties under the Health and Safety at Work etc. Act 1974 to provide a safe working environment for its staff and for those who come into its buildings. It also has duties under the Regulatory Reform (Fire Safety) Order to manage the risk of fire. The policy on smoking addresses the risk to health from smoking (including passive smoking), and the risk to safety from fire associated with all types of smoking, including electronic and herbal cigarettes.

## 2. Aims of the Policy

- 2.1. The aims of the policy are to:
  - 2.1.1. protect staff, students, contractors and visitors from the harmful effects of tobacco smoke;
  - 2.1.2. protect staff, students, visitors and buildings from the risk of fire;
  - 2.1.3. ensure the LSE complies with Smokefree and other relevant legislation;
  - 2.1.4. guide staff and students to sources of support if they want to stop smoking.

## 3. Application of the Policy

- 3.1. This policy applies to all staff, students, contractors and visitors to LSE buildings.
- 3.2. The policy covers all types of smoked products including tobacco and herbal cigarettes, electronic cigarettes, and other devices or substances which may be used for the purpose of smoking.

## 4. Policy

- 4.1. Smoking is prohibited:
  - 4.1.1. within all LSE buildings;
  - 4.1.2. at entrances, external staircases and roofs of LSE buildings;
  - 4.1.3. on all terraces other than Old Building, St Clements and Clare Market.
  - 4.1.4. below open windows and air intakes.
- 4.2. Electronic nicotine delivery systems devices (e-cigarettes, e-pipes and similar) may only be charged using branded chargers appropriate for the device. Charging units must be disconnected when not in use.

## 5. Responsibilities

- 5.1. Smokers are responsible for complying with the law and the School's policy on smoking. They must also agree arrangements for taking smoking breaks with their line managers.
- 5.2. Anyone who observes someone smoking in LSE buildings should ask them to stop smoking. If the person smoking is a member of staff, it should be reported to the appropriate manager, if known. If you feel unable to speak to the person, contact Security.
- 5.3. Line managers are responsible for taking action if a member of their staff is found to be smoking in any of LSE's buildings. They should seek guidance from the Human Resources Division on the appropriate disciplinary steps they should take.
- 5.4. The appropriate Undergraduate, Postgraduate and General Course Deans are responsible for disciplinary action against any students found to be smoking in LSE buildings other than Halls of Residence.
- 5.5. Wardens are responsible for disciplinary action against any students found to be smoking in an LSE Hall of Residence.
- 5.6. Estates Division are responsible for providing appropriate no smoking signage at all entrances, and for the provision and emptying of ash cans.
- 5.7. Human Resources Division is responsible for informing staff of the smoking ban in the Terms and Conditions of Service.
- 5.8. The Academic Registrar's Division is responsible for informing students of the smoking ban in the information sent to new students and on their website.
- 5.9. All staff and students must cooperate with Local Authority Enforcement Officers investigating reports of smoking in LSE buildings.

## 6. Smoking Cessation

- 6.1. GPs and pharmacists can advise on stopping smoking.
- 6.2. More information can be found on the [NHS Stop Smoking](#) website or the NHS Smokefree National Helpline: 0300 123 1044.
- 6.3. Staff can seek support from the LSE Staff Counselling Service.
- 6.4. Students can seek support from the LSE Student Counselling Service.

## Review schedule

Review interval	Next review due by	Next review start
5 years	May 2020	Jan 2020

## Version history

Version	Date	Approved by	Notes
1.0	13 May 2015	Executive Health and Safety Group	Originally approved by Council

## Contacts

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## Communications and Training

Will this document be publicised through Internal Communications?	<b>Yes</b>
Will training needs arise from this policy	<b>No</b>
If Yes, please give details	