

Health and Safety Policy Statement

This is the Health and Safety Policy Statement of the Legal Services Board

Our statement of general policy is to:

- promote a culture that supports health, safety and wellbeing
- maintain safe and healthy working conditions
- provide and maintain safe facilities and equipment
- provide information, instruction and supervision for colleagues and visitors so that they can undertake their tasks safely
- ensure all colleagues are competent to do their tasks, and to provide them with appropriate training
- prevent accidents and cases of work-related ill health
- control the health and safety risks arising from our work activities
- ensure safe handling and use of substances and equipment
- consult with our colleagues on matters affecting their health, safety and wellbeing
- review and revise this policy as necessary at regular intervals.



Matthew Hill
Chief Executive

Effective Date: March 2022

Review date: March 2023

Health and Safety Policy

PART 1

General Statement of Intent

1. The Legal Services Board (LSB) recognises and accepts its responsibility as an employer for ensuring, as far as is reasonably practical that:
 - the health, safety and welfare at work of all its colleagues and visitors is safeguarded; and
 - the health and safety of visitors and of the general public are not adversely affected as a result of the LSB's activities.

This is fully in keeping with the Health and Safety at Work Act 1974 (HASWA) and other legislation.

2. Colleagues also have responsibilities (see Part 2 of this document). Everyone should take reasonable care to ensure their own safety and that of other people who may be affected by their acts or omissions at work.
3. Specifically, the LSB is committed to:
 - providing all colleagues and visitors with appropriate and sufficient information, instruction, training and supervision to enable them to avoid hazards, identify risks, understand how these risks are controlled and contribute in a positive way to their own safety and health at work
 - providing full opportunities for colleague consultation on health, safety and welfare, via annual consultation on the health and safety policy and risk assessment.
 - making suitable and sufficient assessments of the risks to health and safety, and keeping clear and accurate records of all risk assessments
 - ensuring safe means of entry and exit to all places of work
 - ensuring a safe and healthy working environment with adequate welfare and counselling facilities
 - ensuring that suitable first aid facilities and trained colleagues are available to deal with minor injuries that might arise in an office environment.

PART 2

Organisational Responsibilities and Arrangements

1. The **Board** is responsible for establishing and maintaining policies on health and safety matters.
2. The **Chief Executive** will take responsibility for ensuring the effective implementation of the policy and for ensuring that the necessary resources and arrangements are provided for its implementation. The Chief Executive will be supported by members of the Senior Leadership Team, the Health and Safety Officer and others as outlined below.
3. The **members of the Senior Leadership Team** will ensure that they and their teams and visitors abide by the policy and observe detailed instructions for implementation issued from time to time by the Health and Safety Officer. They will draw the attention of the Health and Safety Officer to any matters which appear to affect the health, safety and welfare of colleagues which they cannot deal with themselves.
4. **The Health and Safety Officer** (Director, Enabling Services) and HR Manager will:
 - take day to day responsibility at working level for health and safety matters
 - have an understanding and knowledge of the Health and Safety at Work Act 1974 and other legislation relevant to the LSB
 - ensure that the LSB undertakes a health and safety risk assessment annually, or more frequently as required, such as when there is a change in the LSB's operations or environment
 - consult colleagues annually on the LSB health and safety policy and risk assessment, or more frequently as required, such as when there is a change in the LSB's operations or environment
 - arrange for risk assessments, inspections and audits outlined in the health and safety risk assessment, which are to be carried out with the assistance of health and safety consultants as appropriate
 - check that the health and safety responsibilities of others are carried out
 - communicate health and safety information to all colleagues including preparing appropriate information and guidance
 - receive information on developments and changes in the health and safety field
 - investigate all accidents at work within 24 hours of being notified of their occurrence, and take appropriate remedial action
 - ensure that suitable first aid facilities are available in the office and that all colleagues complete online training in first aid
 - ensure that colleagues are aware of the arrangements for the safe evacuation of the premises in the event of a fire alarm during normal office hours, and that all colleagues complete online training in fire safety
 - ensure that for any events held offsite, attendees are informed of the health and safety arrangements in place, including evacuation routes
 - report to the Chief Executive any accidents at work, including any accidents that take place while working remotely
 - ensure that colleagues or visitors to the office with any mobility impairment are assisted in the event of an evacuation of the building in a safe and dignified manner, liaising with TUC fire marshals who will ensure that there is suitable equipment and appropriately trained colleagues to operate it
 - will take responsibility for welfare and health promotion aspects of the policy.

5. If the Health and Safety Officer or HR Manager are not available, colleagues should speak to their line manager or a member of the senior leadership team (SLT).
6. **The Security Officer** (Director, Enabling Services) will take responsibility for acting on information received about all security threats to LSB colleagues and members.
7. **Finance and Resources Associate** and **HR Manager** will induct new colleagues on arrival in essential health and safety and fire procedures including online training. The **Health and Safety Officer** will provide office-based induction where appropriate.
8. **All colleagues** will:
 - comply and implement procedures arising from this policy
 - look after their own welfare and that of other persons, including colleagues, members of the public, contractors and any other visitors
 - report accidents at work and potential hazards to an appropriate person
 - observe the instructions and advice given on health and safety matters, including emergency procedures
 - not interfere with anything provided to safeguard their health and safety.
9. All colleagues who are working from home will need to familiarise themselves with the home working guidance produced by the Health and Safety Executive (HSE) found [here](#).
10. **The TUC** is responsible for the overall safety, security and condition of the building, and the plant and facilities provided for the LSB. The TUC's Health & Safety Officer will:
 - undertake and keep records of fire, water hygiene, building, lighting and general risk assessments
 - ensure that all plant and equipment are appropriately maintained, and problems duly recorded and remedial action taken
 - assess handling and use of substances that may be hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH)
 - record emergency procedures including monitoring of escape routes, alarms, fire doors etc
 - ensure that the building is secure, and control and monitor access to restricted areas.
11. **The TUC** is responsible for all landlord obligations for the building in relation to health and safety. This will include but is not limited to:
 - arranging and keeping records of all fire evacuations (planned or unplanned), and bomb evacuations
 - overall fire safety of the whole building including risk assessments
 - maintenance of all staircases and stair wells
 - provision of an early warning fire and smoke detection and warning system.

12. Any questions or concerns about matters that are the TUC's responsibility for should be addressed to LSB's **Health and Safety Officer** or HR Manager in the first instance. If they are unavailable, then the TUC can be contacted by the following methods:

- reception@tuc.org.uk
- 020 7636 4030