

Risk assessment

Company name: Legal Services Board

Assessment by: Corporate Services Manager, HR Manager, Director, Enabling Services

Date of assessment: January 2022

Date of next review: January 2023

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Fire https://www.hse.gov.uk/fireandexplosion/index.htm	Colleagues and visitors could suffer fatal injuries from smoke inhalation or burns if trapped in our office.	- Annual fire risk assessment - Annual fire extinguisher testing - Fire evacuation route displayed in office and communicated to colleagues annually.	Additional fire safety training for colleagues given that the named fire wardens might not be in the office. [Note that colleagues have been advised that if they are in the office during an evacuation,	HR Manager	Q4 2021/22	Completed, 24/01/2022

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		- Fire alarm drills and testing by TUC - Two fire wardens that undertaken annual fire warden training	they will need to collectively ensure the office is clear and report to the TUC fire marshal at the assembly point.]			
			Develop personal emergency evacuation plans (PEEPs) for any disabled people known to be visiting/working at the premises.	Corporate Services Manager, in consultation with the HR Manager and Director, Enabling Services	2022/23 or sooner if we have a colleague that requires a PEEP or when the office is open for visitors	
Electrical https://www.hse.gov.uk/electricity/index.htm	Colleagues could get electrical shocks or burns from using faulty electrical equipment. Electrical faults	- Annual portable appliance testing for the office - Annual communications to colleagues, or more frequently as required,	Redo the electrical installation condition report every five years	Corporate Services Manager	October 2024	

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	can also lead to fires.	advising them how to spot and report faults and ensure safe use of electrical appliances, e.g., safe use of portable heaters.				
Slips and trips https://www.hse.gov.uk/slips/index.htm	Colleagues and visitors could be injured if they trip over objects or slip on spillages.	• Office is cleaned every evening during the week • Clear desk policy • Personal and organisational storage in office • Kitchen towel to wipe any spills in the kitchen • Comms room regularly inspected and cleaned	None	N/A	N/A	N/A

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Lone working at home or remotely https://www.hse.gov.uk/home-working/index.htm	Colleagues could suffer injury or ill health while working at home.	- We have virtual tea and coffee breaks that colleagues can attend to help minimise stress and poor mental health - Colleagues have regular 1-1s with their line managers and have space to talk about their wellbeing	Ask all colleagues to check in on colleagues if they have missed a meeting or catch up – this is to ensure the colleague is well. If they cannot get a response to escalate it to the HR Manager and/or their SLT member	HR Manager	Q4 2021/22	

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		Regular updates on wellbeing and stress management including training every year	Ask all colleagues to let their manager know if they will not be at their usual location of work or are travelling for work, such as for a meeting. If their manager is not available, they should tell the HR Manager or another appropriate colleague.	HR Manager	Q4 2021/22	
Lone working in office https://www.hse.gov.uk/lone-working/index.htm	Colleagues could suffer injury or ill health while working in the office alone, at stakeholder sites.	- Colleagues who are in the office by themselves must let the TUC receptionist know. - We ask colleagues not to stay beyond 6pm	We will also ask colleague who are working later than 6pm to let a relative, friend or their line manager know when they are	HR Manager	Q4 2021/22	

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		and if they need to, to let the TUC receptionist know they are working and to what time.	leaving the office.			
New and expectant mothers https://www.hse.gov.uk/mothers/index.htm	New and expectant mothers could be exposed to additional or exacerbated risks while working, such as related to display screen, stress, lone working.	HR Manager does a risk assessment with expectant mothers and outlines the risks and what they can do to mitigate the risks – extra breaks, taking time out if needed.	None	N/A	N/A	N/A
Display screen equipment https://www.hse.gov.uk/msd/dse/index.htm	Colleagues risk posture problems and pain, discomfort or injuries, eg, to their hands/ arms, from	In office VDU assessments carried out February 2020.	Virtual home assessments to be carried out by a H&S company in Q4 2021/22	HR Manager	Q4 2021/22	

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	overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, eg if the lighting is poor.					
Stress https://www.hse.gov.uk/stress/index.htm	Colleagues could be affected by factors such as lack of job control, bullying, not knowing their role etc.	• We have a wellbeing policy • We run various events on stress management • We are creating a new respect and compassion at work statement • Wellbeing chats with all employees every 6 weeks.	• Regularly monitor stress in colleagues through wellbeing chats and pulse surveys.	HR Manager	Ongoing	Ongoing

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		Monthly pulse surveys that check how colleagues are feeling.				
Inadequate first aid arrangements https://www.hse.gov.uk/firstaid/index.htm	Colleagues could become ill or injured at work and require attention.	- First aid box in the office. 10 colleagues trained in first aid in 2019.	Training on first aid sent out to colleagues w/c 24/1/2022.	HR Manager	Q4 2021/22	Completed. 24/01/2022
Legionnaires' disease https://www.hse.gov.uk/legionnaires/index.htm	Colleagues could contract the disease through the office water supply.	- Annual water hygiene risk assessment by TUC - Cold/hot water filter tap is serviced when not used for a period of 4 weeks	Fix dead leg in the LSB kitchen in consultation with the TUC	Corporate Services Manager	Q4 2021/22	
			Change boiling tap membrane, which is typically required every three years	Corporate Services Manager	Q3 2022/23	

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Coronavirus https://www.hse.gov.uk/coronavirus/index.htm	Colleagues could spread coronavirus to other colleagues, causing ill health.	• Covid-19 risk assessment • Covid-19 policy, which outlines specific mitigations • SLT review mitigations monthly	• Continue monthly review of policy and associated mitigations	Director, Enabling Services	Monthly	Ongoing

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/