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|-------------------------|----------------------|--------------|---------------|
| <b>To:</b>              | Legal Services Board |              |               |
| <b>Date of Meeting:</b> | 1 March 2022         | <b>Item:</b> | Paper (22) 09 |

|                                |                                         |
|--------------------------------|-----------------------------------------|
| <b>Title:</b>                  | LSB Health and Safety Policy            |
| <b>Workstream(s):</b>          | N/A                                     |
| <b>Author / Introduced by:</b> | Holly Perry, Director Enabling Services |
| <b>Status:</b>                 | Official                                |

#### Summary:

1. All organisations employing more than five members of staff are required to have a written and signed statement of general policy on Health and Safety.
2. The Board has recognised and accepted its responsibility as an employer for ensuring, as far as is reasonably practical, that the health, safety and welfare at work of all colleagues and visitors is safeguarded and that no one's health and safety is adversely affected as a result of LSB's activities.
3. The Board is required to review the LSB Health and Safety Policy Statement on an annual basis.
4. The Policy was originally approved by the Board in 2009 and has been updated regularly, reflecting changes to the operating environment and to reflect best practice.
5. The policy was most recently reviewed in January 2022 and colleagues have been consulted on it. Changes have been made to ensure that health and safety considerations of working at home as well as in the office are covered.
6. The Board should note that there have been no incidents or accidents in the year last year.
7. The policy statement is attached at **Annex A**. The risk assessment is attached at **Annex B**.

#### Recommendation:

The Board is invited to **approve** the attached Health and Safety policy statement and to **note** the accompanying risk assessment.

#### Risks and mitigations

|                      |                                                                         |
|----------------------|-------------------------------------------------------------------------|
| <b>Financial:</b>    | There are no financial risks in reviewing and approving this policy     |
| <b>Legal:</b>        | Compliant with Health and Safety at Work Act 1974 and other legislation |
| <b>Reputational:</b> | Needs to be annually reviewed as part of governance requirements        |
| <b>Resource:</b>     | Appropriate resources are allocated as part of office services          |

| Consultation    | Yes                             | No | Who / why?      |
|-----------------|---------------------------------|----|-----------------|
| Board Members:  | ✓                               |    |                 |
| Consumer Panel: |                                 | ✓  | Internal policy |
| Others:         | All colleagues, in January 2022 |    |                 |

| Freedom of Information Act 2000 (Fol) |                           |         |
|---------------------------------------|---------------------------|---------|
| Para ref                              | Fol exemption and summary | Expires |
| N/A                                   | None                      |         |