

Meeting: Legal Services Board

Date: 21 March 2023

Item: Paper (23) 22

Title: Annual review of LSB Health & Safety policy

Author: Holly Perry, Director Enabling Services

Status: Official

Introduction: Purpose of the paper

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 February 2023 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 last year.
7. The policy statement is attached at **Annex A**. The risk assessment is attached at **Annex B**.

Recommendations

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

Risks and mitigations	
Financial:	N/A
Legal:	Compliant with Health and Safety at Work Act 1974 and other legislation
Communications and engagement:	N/A
Equality and diversity:	N/A
Resource:	Appropriate resources are allocated as part of office services

Annexes

Annex A – Health and safety policy 2023

Annex B – Health and safety risk assessment 2023

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