

Risk assessment

Company name: Legal Services Board

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

Date of assessment: February 2024

Date of next review: February 2025

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 (November) - Annual fire extinguisher service (December) - Fire evacuation route and standard PEEP notice displayed in office - Annual check if PEEP requirements have changed (October)	Organise evacuation chair training for named fire wardens	Corporate Projects Manager/Director, Enabling Services	Q1 2023/24	Completed – November 2023
			Organise instructor-led fire warden training for additional colleagues	Corporate Projects Manager	Q1 2024/25	

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 alarm drills and testing by TUC • Annual online fire safety training and fire warden training for all colleagues (February) • Five named fire wardens undertake instructor-led fire warden training every 3 years (two last completed October 2021, three last completed March 2023) in addition to the online training that all colleagues undertake				
Electrical https://www.hse.gov.uk/electricity/index.htm	Colleagues could get electrical shocks or burns from	• Annual portable appliance testing for the office (December) • Annual	• Redo the electrical installation condition report every	Corporate Projects Manager	September 2024	Completed

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	using faulty electrical equipment. Electrical faults can also lead to fires.	communications to colleagues, or more frequently as required, advising them how to spot and report faults and ensure safe use of electrical appliances, e.g., safe use of portable heaters. (December)	five years			
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.	• The HR Manager has regular wellbeing catch up with all colleagues every 6-8 weeks • Regular pulse surveys to capture how colleagues are feeling and any issues they want to raise anonymously. • Colleagues have regular 1-1s with their line managers and have space to talk about their wellbeing • Regular updates on wellbeing and stress management including training every year • Communications to colleagues, twice-annually, asking them to check in on	• None	N/A	N/A	N/A

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		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. (February, August) Communications to colleagues, twice-annually, asking them 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				

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		appropriate colleague. (February, August)				
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.	- Communications to colleagues, twice-annually, advising them to: - Not to stay beyond 6pm and if they need to, to let the TUC reception know they are working and to what time - Let a	None	N/A	N/A	N/A

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		relative, friend or their line manager know when they are leaving the office if working later than 6pm ○ Let the TUC Reception know if visitors are expected, as they will not be permitted entry otherwise (February, August)				
New and expectant mothers https://www.hse.gov.uk/mothers/index.htm	New and expectant mothers could be exposed to additional or	• HR Manager does a risk assessment with expectant mothers and outlines the risks and what they	None	N/A	N/A	N/A

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	exacerbated risks while working, such as related to display screen, stress, lone working.	can do to mitigate the risks – extra breaks, taking time out if needed.				
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 overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, eg	• In office VDU assessments carried out for all colleagues February 2020 • Virtual home assessments carried out for all colleagues February 2022 • Assessments carried out for all new starters	• None	N/A	N/A	N/A

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	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.	- Wellbeing Policy in the Colleague Handbook of Policies. - Inclusion Statement in the Colleague Handbook of Policies - We run various events on stress management - Wellbeing chats with all employees every 6 weeks. - Regular pulse surveys that check how colleagues are feeling.	None	N/A	N/A	N/A
Inadequate first aid arrangements https://www.hse.gov.uk/firstaid/index.htm	Colleagues could become ill or injured at work and	- First aid box in the office 10 colleagues received instructor-	Explore instructor-led training for additional	HR Manager	2024/25 Training to be organised	

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	require attention.	led in first aid in 2019 Annual online first aid training for colleagues (February)	colleagues, targeting those that regularly go into the office			
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 (December) - Cold/hot water filter tap is serviced when not used for a period of 4 weeks (last serviced September 2022) - Cold/hot water filter tap membrane changed, typically required every 3 years (last changed September 2022)	Filter needs to be changed every year.	Corporate Project Manager	January every year.	Filter changed January 2024
Coronavirus and seasonal illnesses	Colleagues could spread	Handwashing signs displayed in the	None	N/A	N/A	N/A

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https://www.hse.gov.uk/coronavirus/index.htm	coronavirus and/or seasonal illnesses to other colleagues, causing ill health.	office • Hand wash, hand sanitiser and face masks supplied in the office • Covid-19 tests supplied in the office • Relevant and ongoing policies from our Covid-19 policy have been incorporated into the Colleague Handbook of Policies (May 2022), with the full Covid-19 policy and risk assessment on standby if required				
Offsite events	Fire - Attendees could suffer fatal injuries from smoke inhalation or	• Event pre-meet with venue staff covers health and safety. • PEEP requirements gathered from attendees, which is	• None	N/A	N/A	N/A

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	burns if trapped. First aid - Attendees could become ill or injured and require attention. Allergies – Attendees could suffer fatal injuries from catering	then communicated to venue staff so that arrangements can be made. • An announcement is made, at the beginning of events, notifying attendees about fire safety, e.g., evacuation route. • First-aid information is gathered from the venue, e.g., nominated first aiders and how to contact them. • Dietary requirements are collected from attendees and catering is labelled.				

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

Calendar of regular controls

January	February	March	April	May	June
; Hot/cold tap filter needs to be changed every year	- Fire - Annual online fire safety training and fire warden training for all colleagues - Lone working remotely - Communications to colleagues, twice-annually, asking them 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. (February, August) - Lone working remotely - Communications to colleagues, twice-annually, asking them 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. (February, August) - Lone working office - Communications to colleagues, twice-annually, advising them to: - Not to stay beyond 6pm and if they need to, to let the TUC reception know they are working and to what time - Let a relative, friend or their line manager know when they are leaving the office if working later than 6pm - Let the TUC Reception know if visitors are expected, as they will not be permitted entry otherwise (February, August) - First aid - Annual online first aid training for colleagues				

July	August	September	October	November	December
	- Lone working remotely - Communications to colleagues, twice-annually, asking them 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. (February, August) - Lone working remotely - Communications to colleagues, twice-annually, asking them 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. (February, August) - Lone working office - Communications to colleagues, twice-annually, advising them to: - Not to stay beyond 6pm and if they need to, to let the TUC reception know they are working and to what time - Let a relative, friend or their line manager know when they are leaving the office if working later than 6pm - Let the TUC Reception know if visitors are expected, as they will not be permitted entry otherwise (February, August)		Fire - Annual check if PEEP requirements have changed	Fire - Annual fire risk assessment	- Fire - Annual fire extinguisher service - Electrical - Annual portable appliance testing for the office - Electrical - Annual communications to colleagues, or more frequently as required, advising them how to spot and report faults and ensure safe use of electrical appliances, e.g., safe use of portable heaters.

Upcoming new controls

2025/26	- Fire - Five named fire wardens undertake instructor-led fire warden training every 3 years (two last completed October 2021 – Holly and Chidi; three last completed March 2023 – Margie, Paul, Robin) in addition to the online training that all colleagues undertake (due for refresher training quarter 1 2024) - Organise first aid training for LSB colleagues 2024.
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