

# 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 and safety
- maintain safe and healthy working conditions
- provide and maintain safe facilities and equipment;
- provide information, instruction and supervision for colleagues and visitors;
- ensure all colleagues are competent to do their tasks, and to give them adequate training;
- prevent accidents and cases of work-related ill health;
- provide adequate control of 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 and safety;
- review and revise this policy as necessary at regular intervals.

Signed

*Richard Moriarty*

Chief Executive

26 November 2015

Effective Date

November 2016

Review date

# 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,
  - 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; (In practice this is achieved through the LSB Colleague Health and Safety Group, which looks at specific issues and ensures these are recorded and action taken and Colleague forums);
  - 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

4. The responsibility for establishing and maintaining policies on health and safety matters lies with LSB Board members.
5. The **Chief Executive** will take responsibility for the effective implementation of the policy and for ensuring that the necessary resources and arrangements are provided for its implementation.
6. The **direct reports** of the Chief Executive, (*Corporate Director, Legal Director and Strategy Director*) 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.
7. **The Health and Safety Officer**, (Director of Finance and Services) and Finance and Resources Associate 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;
  - Arrange for the risk assessments, inspections and audits mentioned in these procedures 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<sup>1</sup>;
  - Ensure that suitable first aid facilities and trained personnel are present in the premises during normal working hours;
  - Ensure that there are suitable numbers of trained fire wardens to permit the safe evacuation of the premises in the event of a fire alarm during normal office hours<sup>2</sup>;
  - Report to the Chief Executive any accidents at work;
  - 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; ensuring there is suitable equipment provided and appropriately trained colleagues to operate it<sup>2</sup>.

The Health and Safety Officer will also take responsibility for welfare and health promotion aspects of the policy.

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<sup>1</sup> (This action may be taken by the Corporate Director if both the Health and Safety Officer or Finance and Resources Associate are not present in the office).

8. **The Security Officer**, (Director of Finance and Services), will take responsibility for acting on information received about bomb or other external threats to LSB colleagues and members.
9. **Administrative Assistant** will induct new colleagues on arrival in essential health and safety procedures.
10. **The Health and Safety Group** provides an open forum in which to share, consult and debate issues and exchange views and ideas. It is tasked to ensure good communication of key developments and current issues affecting all colleagues, to promote health and safety awareness throughout the LSB and to develop, implement and monitor Health and Safety issues. It is scheduled to meet four times a year and comprises representation from all pay groups.
11. **All colleagues** will: -
- Comply and implement procedures arising from the Policy
  - Look after their own welfare and that of other persons, including colleagues, members of the public and contractors;
  - Report accidents at work and potential hazards to an appropriate person<sup>2</sup>;
  - 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.
12. **The Office of Rail and Road (ORR)** is responsible for the overall safety and condition of the offices and meeting rooms and the plant and facilities provided for the LSB. This will mean liaising with the Civil Aviation Authority (CAA) who control the plant and facilities to the LSB office. The ORR's Safety Officer is David Phillips, who will in conjunction with the CAA:
- Undertake and keep records of fire, 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 office is secure and control and monitor access to restricted areas.
13. **The CAA** 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),
  - bomb evacuations,
  - overall fire safety of the whole building including risk assessments
  - maintenance of all staircases and stair wells

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<sup>2</sup> Either the Health and Safety Officer, Finance and Resources Associate or the Corporate Director.

- provision of an early warning fire and smoke detection and warning system.