

<b>To:</b>	Board
<b>Date of Meeting:</b>	30 November 2011
<b>Item:</b>	Paper (11) 82 (Annex B)
<b>Title:</b>	Chief Executive's Progress Report: November 2011
<b>Workstream(s):</b>	All
<b>Author / Introduced by:</b>	Chris Kenny, Chief Executive chris.kenny@legalservicesboard.org.uk / 020 7271 0057
<b>Status:</b>	Protect

### Summary: Review of Health and Safety Policy

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.

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 its colleagues is safeguarded and that the health and safety of visitors and of the general public are not adversely affected as a result of LSB's activities.

The policy originally approved by the Board in 2009 and updated in November 2010 to reflect, for example, current processes (e.g. regular meetings of the health and safety group) and to take account of Board members' comments.

The Board is required to review the LSB Health and Safety Policy Statement (**Annex B of the Chief Executive's Progress Report**) on an annual basis.

### Recommendation(s):

The Board is invited to review and to agree the LSB Health and Safety Policy Statement.

### Risks and mitigations

**Financial:** N/A.

**Legal:** N/A.

**Reputational:** N/A.

**Resource:** N/A.

Consultation	Yes	No	Who / why?
<b>Board Members:</b>		✓	N/A. Annual review
<b>Consumer Panel:</b>		✓	N/A.
<b>Others:</b>	N/A.		

# 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:**

- provide adequate control of the health and safety risks arising from our work activities;
- consult with our colleagues on matters affecting their health and safety;
- provide and maintain safe facilities and equipment;
- ensure safe handling and use of substances 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;
- maintain safe and healthy working conditions; and
- review and revise this policy as necessary at regular intervals.

Signed

*Chris Kenny*

Chief Executive

30 November 2011

Effective Date

November 2012

Review date

# Health & 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);
  - 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**, Chris Kenny, 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 **Senior Management Team** 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**, Edwin Josephs, and the Office Services Coordinator 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 Office Services Co-ordinator are not present in the office).

8. **The Security Officer**, Edwin Josephs, will take responsibility for acting on information received about bomb or other external threats to LSB colleagues and members.
9. **The Offices Services Coordinator** will induct new colleagues on arrival in essential health and safety procedures.
10. **All colleagues** will: -
  - 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.
11. **The Competition Commission (CC)** is responsible for the overall safety and condition of the offices and meeting rooms and the plant and facilities provided for the LSB. The CC's Safety Officer is Dave Wallis who will:
  - 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.

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<sup>2</sup> Either the Health and Safety Officer, Office Services Coordinator or the Corporate Director.