

WEA Health and Safety Policy

		Date
WEA Health and Safety Committee		
Leadership Team		

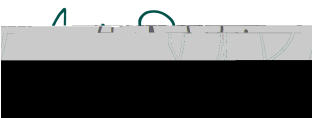
1. Introduction

This policy describes the WEAs Health and Safety arrangements.

The main body of the Policy is set out in three sections:

- ◁ Section 3: The **Policy Statement**

Joe Williams



Note: all Managers are required to provide clear direction and accept responsibility to create a positive attitude and culture towards health and safety.

All Trustees, Senior Leadership Team, Heads of Departments and Line Managers will individually and collectively model exemplar behaviours and standards for health and safety and champion a positive health and safety culture throughout the organisation.

5a. General Summary

Who?	What
Board of Trustees Accountable for the health and safety across the organisation discharging	

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<p>Line Managers</p> <p>Responsible for ensuring compliance in own respective areas and teams.</p>	<p>commencement of works and are made aware of relevant local health and safety rules and procedures.</p> <ul style="list-style-type: none"> ◁ adequate arrangements for fire and first aid are established and communicated to all staff and volunteers. ◁ welfare facilities provided are maintained in a satisfactory state and that agreed safety standards are maintained particularly those relating to housekeeping. <p>◁ Ensure they and their teams comply with WEA Health and Safety policy and procedures.</p>
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commencement of works and are made aware of

report all accidents / near misses to their supervisor / manager immediately.

- ◁ Conduct themselves in an orderly manner in the workplace

< oversee and be available for any health and safety visits or inspections which may be undertaken by regulatory bodies or audits.

The Health and Safety Committee will meet five times per year by teams or face to face meetings, as appropriate.

5c. WEA Health and Safety Governance Framework, Committees and Roles

Key

Black ~ Governance

Light Pink ~ Operational Governance

Magenta ~ Advisory

Amber ~ Operational

What	How
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.	<ul style="list-style-type: none"><li data-bbox="678 197 1377 254">◁ Relevant risk assessments completed and actions arising out of those assessments implemented.<li data-bbox="678 264 1268 321">◁ Review risk assessments when working habits/conditions change and periodically.<li data-bbox="678 331 1406 388">◁ Record and monitor accidents, incidents and near misses to identify any patterns and remedial actions.

Working Time Regulations	Contract of Employment
Young Persons	Young Workers Checklist form _____ _____

Fire Marshals and First Aiders

An appropriate number of trained Fire Marshals/Wardens and First Aiders or Appointed Persons will be in place in all leased and owned premises across the organisation, where applicable. The arrangements for each premises will vary from site to site based on an assessment of the location, layout, type of activities undertaken at the premises, and number of staff based there. Terms of Reference setting out the duties and procedures will be provided to those undertaking these roles.

7. Statutory checks

The following arrangements are in place for ensuring that statutory health and safety checks at W(1)5 (h)-11 (a)-1

1.

V1.4	07 2024	<ol style="list-style-type: none">1. Ownership of the policy changed from Director of Quality and Student Services to Chief Finance Officer, Shaun Tyndall, following Reshape.2. Links updated.3. All arrangements documents reviewed 08/24.4. Health and Safety Framework job details updated following Reshape.5. Job roles updated following Reshape.6. Accommodation Surveys replaced by External Venue Risk Assessment Surveys (EVRAS) throughout policy.7. Section 7, Statutory Checks, sessional venue accommodation reviews changed from every 2 years to annually as a part of the EVRAS system.8. Minor grammar and punctuation changes
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