

## WEA Health and Safety Policy

Approved by	Date
WEA Health and Safety Committee	
Leadership Team	
People Committee	6 June 2023 (recommended for board approval)
Board of Trustees	13 July 2023

Issue number	Date of Issue	Department	Owner
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## 1. Introduction

This policy describes WEAs Health and Safety arrangements.

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

- Section 3: The **Policy Statement**
- Section 4: **Responsibility** . who is responsible for specific actions
- Section 5: **Arrangements** . containing the details of what we will do in practice to achieve the aim of the Statement

## 2. Scope

The Policy applies to the whole of The Y [ \ ^ ] • Educational Association in England and Scotland, being a Charity registered in England and Wales (Charity number 1112775) and in Scotland (Charity number SC039239) and a company limited by guarantee registered in England and Wales, number 2806910.

## 3. Pandemics

Health and Safety regarding pandemics will be provided within a separate dedicated policy specifically for that pandemic.

## 4. Policy Statement

The WEA has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the [ \ \* a } • } • activities, and recognises that managing health and safety is a business critical function. In order to discharge its responsibilities, the trustees and management team will:

- Bring this Policy Statement to the attention of all employees and volunteers
- Ensure there is an appropriate Health and Safety Policy and procedures in place and bring this Policy Statement and relevant responsibilities and procedures to the attention of all employees and volunteers
- Invest in health and safety staffing and resources to manage and maintain health and safety and welfare arrangements across the organisation
- Ensure there are effective risk assessment arrangements in place to identify, manage and eliminate/reduce risks to health and safety and welfare, including through the selection and design of materials, buildings, facilities, equipment and processes
- Communicate and consult with our employees on matters affecting their health and safety
- Comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- Encourage and facilitate a healthy culture where staff and others actively contribute to their own health and safety and that of others to identify and report hazards
- Ensure that appropriate emergency procedures are in place at all locations for dealing with health and safety issues
- Maintain our premises, provide and maintain safe plant and equipment to a safe standard
- Only engage contractors who are able to demonstrate due regard to health & safety matters
- Provide information, instruction, supervision and adequate training and ensure that all employees are competent to do their tasks



The overall accountability for health and safety rests at the highest management level, with the Board of Trustees and the Leadership Team. However, every member of staff (core staff, tutors and other

sessional staff) and volunteers have a responsibility for their own and others safety and to co-operate in providing and maintaining a safe place of work. Non-compliance with the Health and Safety Policy and arising procedures, and/or acting in a way that creates risk to self and/or others may result in disciplinary action.

The General Summary table below, and subsequent sections, describe areas of accountability and responsibility at role level

Responsibility for ensuring our organisational compliance with Health and Safety legislation day to day.

- WEAs











The arrangements in place for achieving

- Checklist for minimum standards in place for all our premises (including sessionally rented for teaching and learning) and embedded into our accommodation surveys
  - System in place for monitoring that we are meeting our health and safety standards and obligations and can effectively identify and report on lessons and trends to reduce risks and achieve ongoing improvements
  - Report regularly to Managers, the Leadership Team and governance to enable them to discharge their duties effectively
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	<a href="https://intranet.wea.org.uk/health-and-safety/premises-and-facilities-management">https://intranet.wea.org.uk/health-and-safety/premises-and-facilities-management</a> Risk Assessment Form <a href="https://intranet.wea.org.uk/health-and-safety/risk-assessments">https://intranet.wea.org.uk/health-and-safety/risk-assessments</a> Driving for Work Arrangements <a href="https://intranet.wea.org.uk/health-and-safety/staff-self-management">https://intranet.wea.org.uk/health-and-safety/staff-self-management</a>
Pandemic	<a href="https://intranet.wea.org.uk/health-and-safety/risk-assessments">https://intranet.wea.org.uk/health-and-safety/risk-assessments</a> Business continuity arrangements and specific pandemic arrangements: <a href="https://intranet.wea.org.uk/business-continuity">https://intranet.wea.org.uk/business-continuity</a>
Personal Protective Equipment	Arrangements: <a href="https://intranet.wea.org.uk/health-and-safety/premises-and-facilities-management">https://intranet.wea.org.uk/health-and-safety/premises-and-facilities-management</a> Code of conduct section of employment contract
Risk Assessment	Risk Assessment Templates and guidance <a href="https://intranet.wea.org.uk/health-and-safety/risk-assessments">https://intranet.wea.org.uk/health-and-safety/risk-assessments</a>
Smoking	Code of Conduct Policy contained within employment contracts
Stress	Stress Management Policy <a href="https://intranet.wea.org.uk/hr/health-safety-and-wellbeing/resources/wea-resources">https://intranet.wea.org.uk/hr/health-safety-and-wellbeing/resources/wea-resources</a>
Temporary Employees	Covered by permanent employee arrangements and procedures
Violence	Code of Conduct Policy contained within employment contracts Safeguarding and Prevent arrangements: <a href="https://intranet.wea.org.uk/safeguarding-and-prevent">https://intranet.wea.org.uk/safeguarding-and-prevent</a>
Visitors	Arrangements: <a href="https://intranet.wea.org.uk/health-and-safety/premises-and-facilities-management">https://intranet.wea.org.uk/health-and-safety/premises-and-facilities-management</a>
Waste Management	Sustainable development & environment management policy: <a href="https://intranet.wea.org.uk/sustainability">https://intranet.wea.org.uk/sustainability</a> Data Retention Policy and arrangements: <a href="https://intranet.wea.org.uk/data-protection/gdpr-policies">https://intranet.wea.org.uk/data-protection/gdpr-policies</a> Sanitary Ware provision and arrangements in owned and leased premises WEEE (electrical disposals) . Equipment Re-assignment and Disposal Procedure <a href="https://intranet.wea.org.uk/data-protection/data-protection-policies-and-procedures">https://intranet.wea.org.uk/data-protection/data-protection-policies-and-procedures</a>
Work At Height	Arrangements: <a href="https://intranet.wea.org.uk/health-and-safety/premises-and-facilities-management">https://intranet.wea.org.uk/health-and-safety/premises-and-facilities-management</a>
Work Equipment	Arrangements: <a href="https://intranet.wea.org.uk/health-and-safety/premises-and-facilities-management">https://intranet.wea.org.uk/health-and-safety/premises-and-facilities-management</a>
Working Time Regulations	Contract of Employment
Young Persons	Young Workers Checklist form <a href="https://intranet.wea.org.uk/health-and-safety/staff-self-management">https://intranet.wea.org.uk/health-and-safety/staff-self-management</a>

**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. The arrangements for each premises





