




General Statement Policy for Health and Safety

Women in the Fire Service (WFS) is committed to promoting and implementing good and effective health and safety management and therefore aims to provide a safe working environment for all its members, employees, personnel, contractors, and visitors who may be affected by their activities

Our policy and health and safety plans will be reviewed at the first meeting of the NEC annually or when there are significant changes to the organisation

Signed  Chair

Date April 2019

1. Introduction

- 1.1 The WFS National Executive Committee (NEC) have an unequivocal commitment to health and safety.

2. Management of Health & Safety

- 2.1 Successful health and & safety management involves proactive planning, by identifying hazards, assessing the significant hazards by means of risk assessment and identifying the actions needed to remove or control the risks
- 2.2 The WFS will undertake to carry out risk management in order to satisfy all its health and safety responsibilities under the Health and Safety at Work etc. Act 1974 (**HASAWA**) and specifically the Management of Health and Safety at Work Regulations 1999 (**MHSWR**).
- 2.3 A structured and planned approach will be adopted, implemented and appropriate resources made available to control the risks.

3. Organising

- 3.1 The National Executive Committee is committed to involvement at all levels. As such, health and safety responsibility will be clarified by means of an organisational chart (See Appendix A)
- 3.2 Employees &, members will be consulted and involved at levels that are relevant to their responsibility
- 3.3 In order to achieve this WFS will establish, operate and maintain structures and systems which are intended to:
 - Secure **control** - by ensuring the NEC know their responsibilities and lead by example.
 - Encourage **co-operation** – between members, employees &, training providers.
 - Secure effective **communication** – about the hazards, risks and preventative measures, via the WFS newsletter, internet availability and verbally at conferences.
 - Achieve **co-ordination** of activities both internally between any Fire and Rescue Service venues, other operating areas, and with external organisations who are involved with the WFS/Services.
 - **Ensure competence** – by having documentation drawn up by competent persons. Having a method of identifying training needs and providing that information, instruction training and supervision to those who carry out the tasks.

4. **Planning and Implementing**

- 4.1 Planning for health & safety, ensures that hazards are identified, and a priority list produced of those hazards which need to be adequately controlled, with a time scale of when the control measures will be implemented.
- 4.2 **Documentation** relating to health and safety will be referenced in the business plan and be part of all performance standards.
- 4.3 The programme of risk assessments will be achieved through the co-ordinated actions and assistance of all members and employees of the WFS.

5. **Monitoring**

- 5.1 Monitoring ensures that the workplace precautions are being carried out, and that risk control systems are in operation.
- 5.2 There are two types of monitoring which are be used: -

Active monitoring systems: - These are intended to prevent incidents from happening, by planning for new work and putting in workplace precautions before work commences

OR

Once workplace precautions & risk control systems are in place, to have regular planned inspections, of activities and documentation to make sure they are being followed.

Reactive monitoring systems –are intended to be used once an incident has happened, thereby collecting information regarding the incident, analysing accident reporting, looking for trends of illnesses or near misses.

The results of which may mean reviewing the risk assessment to issue new guidance and training; or to re issue current ones and make sure they are being followed.

The aim being to prevent the same incident occurring.

6. Reviewing Performance

- 6.1 Reviewing performance will indicate whether the procedures and work place precautions of the organisation are effective
- 6.2 Health and Safety will be a standard item at every NEC meeting and reviewed annually at the Annual General Meeting
- 6.3 A review can also indicate the effectiveness of a training campaign, or identify the need for health and safety training

7. Auditing

- 7.1 Auditing is an independent, systematic review of all health and safety systems.

This enables the NEC to ensure that the policy is effective.

Essentially, an audit assesses the organisation's ability to meet its own standards, rather than providing a "snapshot" of a particular site or premises.

The two main objectives of an audit are:

To ensure that standards achieved conform as closely as possible to the standards required by WFS

To promote information to justify continuation of the same strategy, or a change of course, or improve the system.
