



General Statement Policy for Health and Safety

This document details the policy of Women in the Fire Service (WFS) UK company number 6577352.

If you have any queries about this policy and or procedure, please contact the Company Secretary via the website: <https://wfs.org.uk/>

Policy Statement

WFS Directors and the National Executive Committee (NEC) have an unequivocal commitment to health and safety, to ensure a safe working environment.

Version Control

Our health and safety policy will be reviewed annually at the first meeting of the WFS Directors, and/or every 12 months from the last review date. It will also be reviewed when there are significant changes to the organisation,

Version number	Last review date	Details of amendments
1	April 2019	N/A
2	November 2024	Terminology and general updates

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 
(WFS Chair)

Date: 23 November 2024

Contents

Scope	4
Management of Health and Safety	4
Organising	4
Planning and Implementing	4
Monitoring	5
Reviewing Performance	5
Audit	5

1. Scope

1.1. This policy applies to members, volunteers, employees, personnel, contractors, and visitors who may be affected by WFS activities.

1.2. 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.

2. Management of Health and 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. 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 (NEC) is committed to involvement at all levels. As such, health and safety responsibility will be a specific reference and responsibility of a named Director of WFS.

3.2. Employees and members will be consulted and involved at levels that are relevant to their responsibility.

3.3 In order to achieve this the Directors of WFS will ensure they are aware of their responsibilities and lead by example. Throughout all events any specific information about hazards, risks and preventative measures will be communicated to all relevant persons.

4. Planning and Implementing

4.1. Planning for health and 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.

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

5.2.1. **Active monitoring systems** - These are intended to prevent incidents from happening, by planning for new work and ensuring risk assessments are completed and mitigations put in place, or

To ensure regular workplace risk assessments including DSE assessments are completed and recorded for those employed by WFS.

5.2.2. **Reactive monitoring systems** – These 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.

6. Reviewing Performance

6.1. Reviewing performance will indicate whether the procedures and workplace precautions of the organisation are effective.

6.2. Health and safety will be a standard agenda item at every Directors and NEC meeting and reviewed annually at the first Directors meeting of each year.

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.

7.3. The two main objectives of an audit are

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

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