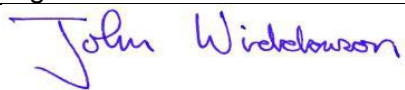


4. Policy Statement

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 organisation's 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
- Monitor performance and revise policies and procedures to pursue a programme of continuous improvement.
- Provide additional specific pandemic policies and arrangements as applicable

This health and safety policy will be reviewed at least annually, usually in advance of each new academic year, and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees. The full Policy and other health and safety information and procedures are located on WEAs Intranet: <https://intranet.wea.org.uk/health-and-safety> .

Name	Position	Date	Signature
John Widdowson	Chair of Trustees	13 July 2023	
Simon Parkinson	CEO & General Secretary	13 July 2023	