

## WWF's Health & Safety Statement

**It is the responsibility of every staff member to familiarise themselves - and comply - with WWF's entire Health & Safety Handbook, as well as all procedures and systems relating to health and safety.**

WWF is committed to ensuring the health, safety and welfare of all of its staff - as well as anyone else affected by its operations. WWF Directors and the Senior Management Team will ensure, so far as is reasonably practicable and affordable, that procedures and systems are established as necessary to implement this commitment and to comply with WWF's statutory obligations to prevent, control and guard against risks to the health and safety of its staff. The objective of WWF's approach to health and safety is to provide and maintain a healthy and safe working environment that minimises the number of instances of occupational accidents and illnesses. Essential to WWF's commitment to meet its health and safety obligations are the following factors:

- To allocate sufficient resources (including funds)
- To provide adequate control of health and safety risks arising from WWF's work activities
- To consult with WWF staff (as well as all other relevant interested parties) on matters affecting health and safety
- To provide and maintain safe plant and equipment
- To ensure safe use, handling, storage and transport of articles and substances
- To provide a safe means for access to and egress from the workplace
- To provide information, instruction and supervision for staff and systems of work that are safe
- To ensure all staff are given adequate training in health and safety issues
- To take steps to prevent accidents and cases of work-related ill-health
- To maintain safe and healthy working conditions
- To provide and maintain adequate facilities and arrangements for welfare at work
- To protect the health and safety of all visitors to WWF, including contractors and temporary workers, as well as any members of the public who might be affected by the Company's work operations
- To monitor the effectiveness of WWF's health and safety policies and procedures
- To review annually WWF's health and safety policies, procedures and requirements, identifying any issues arising over the previous year, as well as any areas for learning and improvement
- To develop a **Health & Safety Action Plan** after each annual review - which will be reviewed and approved by the Board - and which sets out any improvements required and the specific actions that will be taken to achieve them
- To circulate the **Health & Safety Action Plan** (or relevant extracts) among WWF's staff and volunteers as necessary.

**Responsibilities for Health & Safety at WWF:** While WWF will take all reasonable steps to ensure the health and safety of its staff, it is essential that staff understand that health and safety at work is also their responsibility. It is therefore the duty of each staff member to take reasonable care of their own and other people's health, safety and welfare; as well as their duty to report any situation which may pose a serious or imminent threat to the well-being of themselves or of any other person.

If staff are ever unsure as to how to perform a certain task - or if they feel it would be dangerous to perform a specific job and/or use specific equipment - then it is the duty of that staff member to report this without undue delay to the WWF person responsible for health & safety and/or to their line manager.

Alternatively, if a staff member is ever concerned about any matter relating to health and safety at WWF, they may invoke the Company's formal **Grievance Procedure**, or alternatively they may make a complaint under the Company's **Whistleblowing: Disclosures in the Public Interest Policy**.

**It is a requirement that all WWF staff working on a client's premises familiarise themselves with that organisations relevant Health & Safety Policies and Procedures - and adhere fully to its requirements.**

**Organisation:** The **Board** has overall accountability for health and safety in WWF. The WWF person with the day to day responsibility for health & safety has responsibility for overseeing, implementing and monitoring health and safety procedures at WWF and for **Board** on all health and safety matters.

## WWF's Health & Safety Statement continued...

In addition, this person is also responsible for conducting regular inspections of the workplace, maintaining safety records and investigating and reporting on any accidents that may occur at work. Further details relating to WWF's various health and safety personnel are provided in the **Help, Support & Assistance with Health & Safety** section of this **Health & Safety Handbook**.

**WWF undertakes - and is involved in - the following areas of work:**

<ul style="list-style-type: none"><li>▪ Sports Provision</li><li>▪ Education Provision</li><li>▪ Residential Activities</li><li>▪ Trips &amp; Tournaments within UK</li><li>▪ Hire of WWF facilities</li><li>▪ Professional Training Services</li></ul>	<ul style="list-style-type: none"><li>▪ Health Provision</li><li>▪ Outdoor Activities</li><li>▪ Trips &amp; Tournaments Abroad</li><li>▪ Counselling Services</li><li>▪ Professional Consultancy Services</li></ul>
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**Health & Safety Arrangements:** WWF has identified - and made appropriate arrangements - relating to what the organisation will do in practice to achieve its **Health & Safety Statement**. **The main hazards in relation to the work undertaken by WWF are summarised below:**

- **Accountabilities for Health & Safety**
- **Accident Prevention, Reporting & Investigation**
- **Alcohol & Drugs**
- **Aggressive Behaviour**
- **Control of Substances Hazardous to Health**
- **Display Screen Equipment**
- **Driving**
- **Emergency Procedures**
- **Equipment Safety & Maintenance**
- **Fire Safety**
- **First Aid**
- **Food Hygiene**
- **Health & Safety Consultation**
- **Health & Safety Induction & Training**
- **Health & Safety of Persons at Special Risk**
- **Health & Safety Relating to Contractors**
- **Infectious Diseases in the Workplace**
- **Lone Working**
- **Manual Handling**
- **New & Expectant Mothers**
- **Outdoor Activities**
- **Personal Protective Equipment**
- **Residential Activities**
- **Risk Assessments**
- **Safety Rules**
- **Security**
- **Slips, Trips & Falls**
- **Smoking**
- **Stress at Work**
- **Supervision**
- **Transporting of Passengers**
- **Welfare Arrangements**
- **Work Permits for Contractors**
- **Venue Checks**

Further detailed information relating to each of the areas outlined above are provided within this **Health & Safety Handbook**.

WWF's **Health & Safety Handbook** forms part of an employee's terms and conditions of employment with the organisation. Therefore, disciplinary action - under WWF's **Disciplinary Procedure** - may be taken against any staff member who violates health & safety rules and policies & procedures; or who fails to perform their duties under health & safety legislation. **Depending on the seriousness of the offence, breaches may amount to potential gross misconduct, rendering the employee liable to summary dismissal.**

**Reviewed & Updated: February 2023**

WWF will review this **Health & Safety Statement** at least annually. In addition, more frequent reviews will be undertaken following any major health and safety incident, incident learning outcomes, organisational changes, as well as changes to legislation.



Mark Gaitskell | CEO



Dave Cove | Chair of Trustees