



Welcombe Radio

Stratford upon Avon, Our Community on the Radio

Health and Safety Policy



THINK SAFETY

It couldn't hurt!

Why it is important that you read this document.

If we are a radio station with community at its heart we need to be aware of the implications this policy has for each of us.

This policy is designed to assist WELCOMBE RADIO volunteers in the area of our health and safety.

It has implications for you as a volunteer for Welcombe Radio in the following ways:

- It makes clear that by their very nature accidents can happen and each of us needs to be aware if it happens to us or one of our guests.
- The procedures set out in the policy explain what you should do if you or a guest are involved in an accident at the Studio or when taking part in an outdoor broadcasting event.
- It also makes clear how each of us can work for each other in order to lessen the possibility of an accident occurring.

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Welcombe Radio Health and Safety Policy Statement

This policy sets out how Welcombe Radio will manage its health and safety responsibilities to our volunteers, guests and others who visit the Studio. The policy fits in with the overall policy for Foundation House and therefore Stratford Town Trust. There is also a requirement under our insurance policy to ensure we comply with its requirements.

Welcombe Radio will manage health and safety by:

- Assessing and managing the health and safety risks in the radio Studio at Foundation House run by the Stratford Town Trust.
- Ensuring that all volunteers are aware of their health and safety responsibilities.
- Assessing any health and safety risks at outside broadcasts agreed by the Welcombe Radio management under the auspices of the event organiser.
- Minimising the health and safety risks in the Welcombe Radio Studio at Foundation House.
- Making sure that any equipment volunteers use is in a safe condition.
- Ensuring that no dangerous substances are used or stored in the Studio room.
- Making sure all volunteers especially new volunteers, have relevant information and training on health and safety, including the use of Foundation House and the requirements of their Health & Safety policy.
- Working to prevent accidents, incidents and health related issues to all persons visiting and using Welcombe Radio for the purpose it is intended.
- Ensuring that all volunteers report any accident or incident in the book provided and that the appropriate person is informed.
- Regularly liaising with the management of Foundation House in respect to any identified Health and Safety issues, both in the Welcombe Radio Studio and the rest of the premises.
- **Every radio show's lead presenter or nominated programme presenter performs a Health and Safety on entering the Studio.**
- Regularly reviewing this policy and making changes if necessary. Involving volunteers on health and safety issues that affect them.

Signed (on behalf of the Station Manager):

_____ **Date** _____

Chair of Management Committee/Board of Trustees

_____ **Date:** _____

Review Date: _____

Introduction:

Health and Safety is often wrongly blamed for preventing organisations from running events and people from volunteering.

“Health and safety law is not a barrier to volunteering activities. Taking a sensible, proportionate approach is the key to making sure things go smoothly and safely and avoiding unnecessary bureaucracy”.¹

“Health and safety is everyone’s business.”²

There is no denying that a lot of accidents can be prevented through the application of common sense. The basic instinct of survival gives people an awareness of what is likely to be dangerous, and the wherewithal to avoid it. We all live with ‘risk’ in our daily lives, we all assess those risks (often unconsciously) and act to avoid or mitigate risk e.g. crossing the road or ensuring a child doesn’t burn themselves. Sometimes accidents and incidents do happen but as an organisation we will take all necessary steps to limit the potential risk.

Health and safety legislation doesn’t generally apply to someone who is not an employer, self-employed or an employee. Welcome Radio has no employees, but we do have a ‘duty of care’ in Civil law. The Health and Safety at Work etc Act 1974 (HSW) Act³ and the regulations made under it, apply if any organisation (including a voluntary organisation) has at least one employee.³

Under the ‘common law,’ voluntary organisations and individual volunteers have a duty of care to each other and others who may be affected by their activities. Where something goes wrong, individuals may, in some cases, sue for damages using the civil law if they are injured as a result of another person’s negligence.⁴

For a negligence claim to succeed, the injured person must show that the defendant had a duty to take reasonable care towards them, and they have suffered the injury through a breach of that duty. The injured person must also show that the type of loss or injury for which damages are being claimed was a foreseeable result of the breach of the duty.

Liability in individual cases is a matter for the courts, depending on all the circumstances of the case and the actions and standards it is reasonable to expect from each of the parties involved. If the court decides that a claim does not have merit, then it will reject it. It can also reduce any damages awarded to reflect the extent of any contributory negligence on the part of the injured person.

Foundation House as part of Stratford Town Trust (STT)(owner/employer) is required to comply not only Health and Safety legislation but have a ‘Duty of Care’ to ensure the premises are safe. Welcombe Radio (WR) is required to comply with their Health & Safety Policy as part of our contract with them.

Potential risks should be identified by all our volunteers.

Welcombe Radio complies with the requirements to have insurance and this includes authorised outside broadcasts.

This policy is written taking Civil Law into consideration.

1.00: Definitions

Hazard: something e.g. an object, equipment or person that might cause harm. There are some hazards with a recognised risk of harm, for example working at height, some other hazards can be related to your specific situation e.g. long term playing of music at high volume via head phones.

The words accident and incident are often muddled up. For the purpose of this policy:

Accidents: are unplanned or unforeseen events that have a negative outcome e.g. you cut your finger on a sharp decorating tool left in the Studio

Incident: The term is used in this policy to refer to any event which gives rise to, or has the potential to produce, unexpected or unwanted effects, the whole event concerning the decorating tool, who left it, why it was picked up etc.

Incidents: range in severity from near misses to fatal accidents.

Risk: the likelihood that a hazard will actually cause harm, injury or damage; it also considers the consequences, extent and outcome of a hazardous event occurring⁵ e.g. electrocution caused by a live broken wire or potential risks e.g. using the keyboard in such a way you could develop Repetitive Strain Injury (RSI). Risks are categorised as low, medium and high. Volunteers of Welcombe Radio should be aware of 'potential risks' on every visit to the Studio, Foundation House or outside broadcasts overall.

Risk assessment: A risk assessment is, as the Health and Safety Executive (HSE) describe: "a careful examination of what, in your environment, could cause harm to people, the aim is to make sure that no one gets hurt or becomes ill and identifying sensible measures to control the risks"⁶

Please see appendix 1 for the current Welcombe Radio Risk assessment

2.00: Scope

This policy applies equally for the protection of all Welcombe Radio volunteers and our guests. WR aims to maintain an environment that promotes and supports a healthy and safe environment within all areas used in Foundation House and authorised outside broadcasts. The reading of this policy acts as part of the induction into Welcombe Radio and ongoing membership.

Areas covered are:

- Fire Risks and Evacuation
- Risk assessments in relation to WR Studio
- Lone working in Foundation House
- Security in foundation house
- Children and Young Adults (see WR Safeguarding Policy available on our website)⁷
- Safe use of VDUs
- Hazardous substances
- Slips, Trips and Falls
- Risks relating to electrical equipment
- First aid, accidents and ill-health
- Reporting accidents and incidents
- Alcohol and drugs
- Violence/Abuse:
- Offensive Weapons:
- Data Breach
- Security

3.00: Responsibilities

Stratford Town Trust (STT) has the overall responsibility for fire safety in Foundation House. This includes assessments, evacuation procedures, signage and ensuring that voluntary groups that use the building are familiar with all the procedures including practice fire and incident evacuation, as part of their contract with Welcombe Radio.

The Welcombe Radio (WR) Station Manager has overall responsibility to ensure that the ongoing risk assessment of the WR Studio contains assessing the risk of a fire within the Studio, evacuation procedures and that all volunteers are aware of their own responsibilities.

The Station Manager or 'nominated other', is responsible for liaising with STT FH management in relation to over all Fire procedures and contract.

Where authorised outside broadcasts are being undertaken, a risk assessment of the venue or environment will be conducted, and any risks mitigated as far as possible in partnership with the organisation holding the event. This is a requirement of most events and our insurance policy.

All Welcombe Radio Volunteers are responsible for their own safety and that of their guests. Familiarising themselves with this Health and Safety Policy and also the requirements set out in the Foundation House 'fire evacuation' procedures, is required as part of the induction process and ongoing membership.

Ensuring all guests are aware of what to do in the event of a fire /incident evacuation is the responsibility of the volunteer who invited them or 'nominated other'.

All volunteer's must be aware of their environment in Foundation House and instigate the Fire/incident evacuation procedure if necessary.

When the WR Studio is in use the attendance board in the FH vestibule must show as 'in' and this must be moved to 'out' when the Studio is not in use. This requirement is part of the contract with STT.

3.01: Public Liability Insurance

WR is required to and has insurance. Details of this can be obtained from

4.00: Aims

WR Station Manager (WRSM) will ensure, as far as possible, that Stratford Town Trust for, Foundation House provides a lawful and practical health and safety system to reduce the risk of harm to all those who use the premises. This includes issues that may arise from other groups that use FH or their visitors.

To Ensure that all Volunteers of WR are aware of and understand the requirements of the WR Health and Safety Police.

5.00: Fire Safety

STT is responsible for the FH Fire Safety Evacuation policies procedures, signage and ensuring that groups are undergoing safe practices in FH via their contracts and system of Risk Assessments.

All volunteers are required to familiarize themselves with the evacuation procedure, signage and muster place and the safety of their guests (see the STT Health and Safety policy).

5.01: Smoking

There is a strict no smoking ban on STT property.

6.00: Risk Assessment

A risk assessment is a vigilant examination of what could cause harm to people so that you can assess if you need to take further precautions to reduce or reduce the risk.

6.01: Risk Assessments in relation to WR Studio

An annual risk assessment (or after an incident or accident) will be performed by the WR Station Manager or 'nominated other'. The results, if requiring a change of practice will be passed on to all WR Volunteers.

WR Management undertakes risk assessments of all authorised outside broadcasts to ensure ant risks are identified to WR volunteers. These are usually required by event organisers. A discussion with the event organisers to reduce or mitigate identified risks should follow.

Volunteers who undertake other outside broadcasts should be aware of their 'duty of care' to others.

Please see appendix 1 for current WR Studio risk assessment.

6.02: Volunteers and Guests with Identified Disabilities

Where an identified guest or volunteer has difficulties with access or other issues that could potentially cause a health and safety issue or preclude them using facilities in FH or the WR Studio a risk assessment should be undertaken to resolve the issues where possible. The WR management committee should be contacted to discuss the situation.

6.03: Children and Young Adults (see WR Safeguarding Policy on WR website)

6.04: Lone working in Foundation House and After Office Hours

Although Welcombe Radio is based in Foundation House we operate independently while complying with rules and regulation with in our contract with STT.

Foundation House is open office is open from 09:00 to 17:00 Monday to Friday when a member of staff may be available to discuss any issues relating to FH.

After that time, arrangements need to be made with the Station manager for access.

If guests are arriving 'out of office hours' please explain the situation and get them to text you on arrival or knock on the window. The front door should be opened and then locked again. No other persons should be admitted.

The Station manager will ensure that the door is locked at the finish of the broadcast or other event. The FH policy and procedure should always be adhered to.

In case of an issue phone the FH emergency number but if it is an emergency issue lock yourself in the Studio and dial 999 then the Station manager.

6.05: Slips, Trips and Falls

Slips and trips are the most common reported injuries reported by the public and they cause around 40% of injuries at work.

In the WR Studio the two most potential areas of risk are:

- 1) Tripping over microphone leads.
All volunteers must ensure that the leads are in a safe position so as not to potentially cause a trip.
- 2) Standing on a chair to shut the window or pinning papers to walls.
A chair should never be used to stand on, if you are doing either of these tasks please use the small steps.

Also, please ensure the floor area is kept free of items that could be tripped over.

6.06: First aid, accidents and ill-health

It should be remembered that the FH staff do not include an onsite 'first aider'. A First Aid Box can be found in the FH office or the downstairs' kitchen. WR volunteers should not rely on FH staff to address accidents or ill health.

WR provides a First Aid Box in the Studio and can be found on the noticeboard which can be used for minor injuries.

For sudden serious ill health or an accident in Foundation House, 999 should be dialled to call for an ambulance.

Simple accidents and illness should be addressed by using the first aid equipment provided and taking further advice as necessary. Calling 111 for guidance if necessary.

6.07: Reporting Accidents Incidents

If an accident or an incident occurs in the WR Studio, the accident book (this is found on the Studio notice board) must be completed and a member of the management team informed. Depending on circumstances a further risk assessment may be carried out to reduce the possibility of reoccurrence and the FH Management informed.

If the accident or illness occurs in the FH general areas, deal with the occurrence and then report to the FH duty manager or the on-call FH manager if the FH Office is unmanned. In the case of a serious accident or incident the HSE RIDDOR- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) reporting system will be used.⁷

7.00: Security

Do not take risks if in danger.

Break-ins, vandalism, damage to property, theft must be reported in the accident book, while the WR Station Manager or other WR management committee member, plus FH staff must be contacted immediately. Contact numbers will be displayed on the Studio noticeboard.

Breach of information security involving the confidentiality, integrity or availability of data (both hard copy and electronic data) kept by WR management for the normal management of WR must be addressed using the WR Data Policy.⁸

7.01: Security in Foundation House

Foundation House has a varied occupancy by various organisations. Office hours are 9:00 to 17:00 when there should be FH staff on the premises. At various times there will be various visitors for the other organisations. FH staff will be able to address any issues during these hours. The door is locked at 17:00 until 09:00 and only authorised key holders should admit people. Welcombe Radio volunteers should not admit any other persons during this time.

7.02: Violence and Abuse

- Physical, verbal or sexual assault or harassment.
- Serious breaches of confidentiality.
- Violent, aggressive, disruptive or reckless behaviour.
- Malicious damage

Whether in the radio Studio or while at an outdoor broadcasting event, any of these behaviours, displayed by a WR volunteer or a guest they are responsible for, will result in the WR volunteer being suspended so that an investigation can be carried out without prejudice at the discretion of the management committee. The reasons for taking such action will be put to the volunteer in writing who would then have the opportunity to state their case. An Incident Report will be written by the WR Station manager. A copy of which will be made available to the volunteer concerned. The Stratford Town Trust management will be informed, as will the police.

7.03: Alcohol and Drugs

A no tolerance approach to broadcasting while under the influence of either alcohol or drugs is in place.

The use of alcohol for social events on the FH premises requires the permission from STT FH Management.

This approach is also required for our guests to the Studio.

Offensive Weapons

WR Volunteers are forbidden to bring offensive weapons to FH. Any guests that are found to have weapons must be asked to leave FH immediately. Any events should be reported to the WR station manager immediately.

7.04: Data

Welcombe Radio complies with the requirement of the Data Protection Act 1998 and from 25 May 2018 the General Data Protection Regulations (GDPR).⁸

8.00: Use of Equipment

8.01: Electrical Equipment

All electrical equipment poses a risk of electric shock and burns from contact with live parts. This applies to all our Studio equipment as well as any electrical equipment in FH. The WR electrical equipment has been assessed as suitable for its intended use and the conditions in which it is operated. It should only be used for its intended purpose.

No plugs or wires are to be removed from their position as attached to either the computer, mixing desks or wall plugs.

Users of electrical equipment, including portable appliances, should carry out visual checks. If faulty, remove the equipment from use immediately and contact the technical manager if:

- the plug or connector is damaged.

- the cable has been repaired with tape, is not secure, or internal wires are visible etc.
- burn marks or stains are present (suggesting overheating).

If in any doubt concerning any equipment or wires turn electric supply off and inform the management team

In wet surroundings, unsuitable equipment can become live and make its surroundings live too. Please only use drinks in non-return valve bottles or place cups and glasses on the window sills to reduce the risk to the equipment as well as yourselves.

It's a myth that all portable electrical appliances in a low-risk environment, such as an office, need to have a portable appliance test (PAT) every year. HSE ref but as part of our contract with FH we are required to.

8.02: Safe Use of VDUs

Although WR has no legal requirement to ensure that the computers are being used by volunteers in a way that will protect their individual health, a general leaflet by the HSE can be found in appendix 2. This give hints on distance from screens, rest periods, and Repetitive Strain Injury (RSI). The WRSM should be consulted if any issues arise for individuals (see WR Equality and Diversity Policy on WR website).

8.03: Hazardous Substances

Legislation does not apply by law but WR fosters a common-sense approach. Volunteers are requested not to bring any hazardous substances into FH or the Studio. e.g. chemicals products containing chemicals fumes dusts vapours mists nanotechnology, gases and asphyxiating gases and biological agents (germs) are a few. *(So, the detox smoothie may be a problem!).*

9.00: Conclusion

Welcombe Radio management aims to have an ongoing dialogue with STT to promote a safe environment within FH, including the room used as the Radio Studio for our volunteers and their guests.

All WR volunteers are asked to be vigilant in relation to potential risks to ensure a healthy and safe environment.

This policy will be reviewed on an ongoing basis and amended in line with new developments in Health and safety best practice.

Date:

Station Manager : Peter L Keynton-Hook

Signature:_____

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Document History:

Version Number	Author	Purpose/Change	Date
0.1	Penny Keynton-Hook	Draft for discussion	30/03/2018
0.2	Peter Keynton-Hook	Editing	29/12/2018
0.3	Peter Keynton-Hook	Front Cover Design and further editing.	23/02/2019

Appendix 1



THINK SAFETY

It couldn't hurt