



## HEALTH & SAFETY POLICY

This policy is to ensure compliance with best practice in the field of Health & Safety.  
Please familiarise yourself with this policy and remember that everyone can, and must, contribute to a safe and healthy working or volunteering environment.

### INTRODUCTION:

The Station is committed to providing and maintaining a healthy and safe working environment for all its directors, staff, volunteers, work experience participants, user groups, and any other people who may be affected by our activities.

### KEY HEALTH & SAFETY POLICY OBJECTIVES:

- To identify hazards, assess risks and manage those risks
- To provide and maintain equipment and systems of work that are safe and without risks to health
- To inform directors, staff, volunteers, work experience participants, user groups, and any other people who may be affected by our activities, of the health and safety policy through the display of this policy in prominent locations and by publishing it online
- To monitor and review the effectiveness of current arrangements on an ongoing basis and, where necessary, implement improvements

Whilst the Station accepts its responsibility for the implementation of this policy, we believe that individuals such as directors, staff, volunteers, work experience participants, user groups, and any other people who may be involved in our activities have an important role to play in ensuring a safe and healthy working environment. Individuals are therefore required to abide by rules and advice in relation to this policy.

### HEALTH & SAFETY GUIDELINES

- 1) No smoking allowed in any of the Station's premises.
- 2) No alcohol or drugs allowed within any of the Station's premises.
- 3) No running or unsafe activities within any of the Station's premises
- 4) No food or drink of any kind allowed within the studios.
- 5) All equipment must be tested before leaving the station to ensure that it is operating in a safe manner.
- 6) All equipment must be signed out in the Equipment Sign-out Log.
- 7) Anyone who has a health issue, restriction or disability of any kind that they believe might interfere with their activities in the Station should let a responsible individual (staff member, director or senior volunteer) know. This will be a confidential matter and contributes to a safe working environment for all.
- 8) Please insure that all electrical equipment including materials in the communal areas are switched off at the mains when not in use.
- 9) You must adhere to any fire safety or health & safety notices and/or instructions.
- 10) You must never interfere with any fire safety or health & safety equipment.
- 11) All incidents must be reported to an appropriate officer (staff member/ director/volunteer) and accidents or incidents recorded in the Accident Log Book.
- 12) Please notify an appropriate officer (staff member/director/ volunteer) if you notice anything which may adversely impact on the objective of creating a safe work environment for all.

The Station insists that these guidelines are adhered to in full and at all times without exception. Breaches will be considered serious misconduct and may result in instant discharge, suspension, termination or dismissal.

All individuals must be aware of their responsibilities to take care of their own health and safety and the health and safety of others who may be affected by their activities or failure to act.

This policy is subject to ongoing review to ensure its effectiveness.

