

Health and Safety at work policy

..in accordance with the HEALTH AND SAFETY AT WORK ACT 1974

1. General

The Company is committed to providing for the health, safety and welfare of all employees and to maintaining standards at least equal to the best practice in the radio industry.

The Company will observe the Health and Safety at Work Act 1974 and all relevant regulations and codes of practice made under it from time to time. The Company will take into account any recommendations made by the Health and Safety Executive with regard to health and safety issues and where appropriate will liaise with the Health and Safety Executive on health and safety issues which are of particular relevance to the Company.

This commitment to health and safety is a management responsibility equivalent to that of any other management function. It will be the duty of the Company's directors to ensure that policy is upheld at all times and to provide the necessary funds and personnel required.

The Company will conduct its undertaking in such a way as to ensure, so far as reasonably practicable, that people not in its employment who may be affected are not exposed to risks to their health and safety. Where such risks exist information will be provided and all reasonable steps will be taken to bring this to the attention of those affected. The Company is responsible for:

- Assessing the risk to the health and safety of employees and others who may be affected and identifying what measures are needed to comply with its health and safety obligations.
- Providing and maintaining locations, equipment, protective clothing and systems of work that are safe and without risks to health.
- Ensuring that all necessary safety devices are installed and maintained on equipment.
- Providing information, instruction, training and supervision in safe working methods and procedures.
- Providing and maintaining a healthy and safe place of work and providing a means of access there from.
- Promoting the co-operation of employees to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation and the establishment of a safety committee, safety representatives and accident investigations where applicable.
- Establishing emergency procedures as required.
- Monitoring and reviewing the management of health and safety at work.
- Keeping this safety policy under review and making any revision it deems necessary from time to time. All such revisions will be brought to the attention of employees.

The above policy needs the full co-operation of all employees who are expected to give all possible assistance aimed at its successful implementation, to take reasonable care for their own safety and that of others. In order to achieve this end, every employee must:

- Comply with any safety instructions and directions issued by the Company.
- Take reasonable care for their health and safety and the health and safety of other persons (e.g. other employees, volunteers, contractors, customers, workmen, etc.) who may be affected by your acts or omissions at work, by observing safety rules which are applicable to you.
- Co-operate with the Company to ensure that the aims of the Health & Safety Policy Statement are achieved and any duty or requirement imposed on the Company by or under any of the relevant statutory provisions is complied with.
- Report and co-operate in the investigation of all accidents or incidents that have led to or may lead to injury.
- Use equipment or protective clothing provided in accordance with the training you have received.
- Report any potential risk or hazard or malfunction of equipment to the appropriate authority.

Any failure by an employee to comply with any aspect of the Company's health and safety procedures, rules or duties specifically assigned to the employee with regard to health and safety will be regarded by the Company as misconduct which will be dealt with under the terms of the Company's disciplinary procedure.

Although the final level of responsibility for ensuring health and safety at work lies with the board of directors, and each and every individual employee, certain members of staff have specific responsibilities to ensure that the Company's health and safety policy is maintained at all times.

The allocation of responsibility within the Company for health and safety matters is as follows:

- The Station Director has overall and final responsibility for giving effect to this health and safety policy.
- The Station Director is responsible for ensuring there is consultation on health and safety matters with staff in order to maintain health and safety at work.
- The Station Director is responsible for the implementation and monitoring of health and safety policies.
- Any employee supervising the work of others (including volunteers and other non-employees) is responsible for the implementation of the health and safety policies in the areas under his/her control.
- All those engaged in Company activities have the responsibility to observe all safety rules and to co-operate with the employee charged with responsibility for the implementation of the Company's health and safety policy to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

2. Accidents and First Aid

We operate primarily from premises provided by Highbury College and the University of Portsmouth. There are trained First Aiders in each building, identified by notices displayed at each site.

When an accident or illness occurs contact the duty first aider and/or if appropriate dial 9-999, giving your name, location and brief details of the problem.

If you suffer an accident on the Company's premises, you (or someone on your behalf) must report that fact to your manager as soon as is practicable after the event. All accidents should be reported however trivial. The accident will be recorded in the Company's Accident Book which is kept by the Operations Manager.

3. Specific Hazards

There are some risks and hazards particular to our industry and our workplace. Please take special note of these:

- we often have to rush to make broadcast deadlines. You should never compromise the safety of you or your colleagues, for example by driving dangerously or running carelessly, in order to do so.
- you should never open the case of an electrical item, or attempt any electrical rigging/operation beyond normal plugging-in and operation, without consulting a manager who can decide if qualified electrical expertise is required.
- No-one unsupervised under the age of 19 is allowed to connect any equipment to mains electricity.
- you should take sensible steps to ensure personal safety when working alone. This may include securing doors; if so, ensure you are able to leave in emergency.
- you should note that the studio monitoring equipment allows for short-term monitoring at high volume for quality control purposes. You should not listen for extended periods on loudspeakers or headphones set to high volume.

Signed:

Cheryl Buggy

Station Director

Adopted by the board and next due to be reviewed in or before January 2013.

FIRE PROCEDURE

Details of the procedures, exit and assembly points, are displayed around the buildings we occupy. You must familiarise yourself with the emergency procedures used by Highbury College and the University of Portsmouth, to minimise the dangers caused by fire.

You should ensure you are aware of the nearest fire exit, and its alternative, for emergency use. If working alone with the front door secured, leave a key in the inside lock and ensure you are familiar with the rear door fire route.

You should also be aware of the nearest fire extinguisher to your work location, its type and know how to operate it.

Regular fire drills are held to ensure the Company's fire procedures are effective and to ensure you are familiar with them. These drills are important and must be taken seriously.

Remember:

On discovering a fire

- Raise the alarm by alerting others in the building
- Call 9-999 and report the location of the fire. Our location is:

Highbury Arundel Centre, 49 Arundel Street, Portsmouth PO1 1SA

OR: Rear of Wiltshire Building, Hampshire Terrace, Portsmouth PO1 2EG

- Do not attempt to tackle the fire unless you have been trained or you feel competent to do so.

On hearing the fire alarm

- Do not delay - evacuate the building immediately. Presenters should leave DAD in 'Auto' mode – but should not endanger themselves to do so
 - Do not stop to collect personal possessions
 - Walk quickly, do not run
 - Remain calm and proceed in an orderly manner
 - Do not re-enter the building until senior Manager present is satisfied that the premises are safe to re-enter.
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