

# Health and Safety Policy Statement

## Introduction

Wey Valley Radio has a duty of care towards its volunteers and all those who come into contact with our activities.

Everyone has a part to play in this and should take this responsibility seriously. It's in all our interests to ensure that our activities are safe or as low in risk as possible.

## Policy Statement

This is the Health and Safety Policy Statement of Wey Valley Radio, prepared under guidance in the Health and Safety at Work Act 1974.

Our statement of general policy is that Wey Valley Radio will:

- provide adequate control of the health and safety risks arising from our work activities
- consult with management, advisers, and volunteers on matters affecting their health and safety
- provide and maintain safe equipment
- provide information, instruction, and supervision for volunteers
- ensure all volunteers are competent to carry out their tasks, and provide adequate training to support this
- prevent accidents and cases of work-related ill health
- maintain safe and healthy working conditions
- review and revise this policy as necessary at regular intervals

Should you see any issue relating to health and safety which causes you any concern, please report it immediately to a member of the board of directors.

## **Health and Safety responsibilities**

Overall and final responsibility for health and safety is that of Wey Valley Radio (Alton) Ltd Board of Directors.

Julie Cottrell, Health and Safety Lead volunteer, acts on behalf of the board to:

- Address the implementation, operation, maintenance and review of this policy
- Record, investigate and report on any incidents or accidents
- Work with fellow volunteers to create, maintain and regularly review a range of risk assessments covering a variety of scenarios

## **Your responsibilities as a volunteer**

- make yourself familiar with this policy statement, and read, understand and follow guidance contained in any risk assessments relevant to your activities
- co-operate with supervisors and managers on health and safety matters
- do not interfere with anything provided to safeguard your or others' health and safety
- take reasonable care of your own health and safety, and that of your fellow volunteers and others
- report all health and safety concerns to an appropriate person (as detailed in this policy statement)
- if at any time you feel that the risk to you or to others is, or is about to become, unacceptable then do something about it immediately

## **Health and safety risks arising from our work activities**

Complete a risk assessment before conducting any activity that may present a risk to you or the people around you. The model risk assessments are here to help you think about possible risks associated with common project tasks. They are all available on our website.

Once you have completed a risk assessment, send the form to the Board, who will agree any action required to remove or mitigate risks.

- Model risk assessment - for conducting interviews in a public place
- Model risk assessment - for public appearances with a gazebo
- Blank risk assessment

## **Volunteer Safety and Abuse Protocol**

Wey Valley Radio is committed to protecting volunteers from abuse or hostility, whether encountered in person, online, or by phone.

If you receive abuse:

- Do not respond further
- Forward the message to [info@weyvalleyradio.uk](mailto:info@weyvalleyradio.uk) or privately message a Director
- Please don't suffer in silence - we encourage you to let us know how the experience has affected you

Wey Valley Radio's response may include:

- A supportive check-in conversation
- A review of the exchange and guidance on next steps
- Formal escalation if abuse involves threats, harassment, defamation, or risks to your safety

When to escalate externally:

- Threats of harm or violence
- Repeated or targeted abusive behaviour
- Harassment or defamation
- Legal or police matters (we can support you in making a report)

If an interview becomes hostile:

- If someone is verbally aggressive, calmly end the interaction
- It is not your role to persuade someone to take part

## **Monitoring**

To check our working conditions, and ensure our safe working practices are being followed, we will investigate any accidents or ill health.

The board is responsible for investigating accidents and work-related causes of sickness and absence, and for acting on investigation findings to prevent a recurrence.

## Emergency procedures - fire and evacuation

The studio owners are responsible for making sure:

- a fire risk assessment is undertaken and implemented
- escape routes are checked regularly
- fire extinguishers are maintained and checked
- alarms are tested
- emergency evacuation procedures are tested

## Other Issues

### Food and Drink

Food and drink must not be consumed in the studio, except with the express permission of management, or as set out in the exceptions below.

For programmes that are three hours or more in length, the current on-air presenter is permitted to eat snacks and/or a packed meal in the studio, on the understanding that they must not:

- leave any mess
- create any odours
- leave any grease marks or stains
- create any issues for other staff

This permission may be withdrawn at any time, including for individual shows or presenters, for reasons outside their control (for example, where special guests are expected for the following programme).

All litter must be fully removed and any mess fully cleaned by the person concerned before they leave.

Presenters and guests are allowed to bring **non-alcoholic** drinks into the studio as long as these are either in sealed containers and/or are placed well away from the main broadcast desk and any other equipment (if a spill could damage equipment in any way, then the drink is placed too near).

In the event of a spillage, the presenter or presentation team on duty at the time will be jointly responsible for any resulting damage.

Under no circumstances may any food or drink be placed on or near the broadcast desk or studio equipment.

## **No Smoking Areas**

Please note that all of our premises and facilities are no-smoking areas. It is against the law to smoke in any of our studios or office buildings.

## **Use of alcohol, drugs or illegal substances**

Alcohol is prohibited on studio premises at all times, unless a director has given prior approval for a specific event. .

Presenters and volunteers must never drink or be under the influence of alcohol or drugs (whether legal or illegal) at any time while they are on air or on company premises.

Breach of this policy will be regarded as gross misconduct.

Any presenter or volunteer found bringing an illegal substance onto station premises will be regarded as having committed gross misconduct.

## **Reputation and Company Image**

Presenters and volunteers must not do anything at any time that might bring the station or the company's reputation into disrepute. Presenters and volunteers must never give the impression that their personal actions or opinions reflect those of the station or management, unless authorised to do so in writing by a director.

## **What happens when something goes wrong?**

The appropriate response will depend on the severity of the situation, and you will need to use your judgement in the moment.

It may range from ending an interview to leaving a location and/or dialling 999. Take appropriate action but never risk your own safety, especially not to retrieve personal belongings or equipment.

Whenever an incident occurs, you must advise the Health and Safety Lead. They will log and promptly investigate any incidents or accidents arising during the course of volunteer activities, in consultation with the individuals involved. Anything learned from the incident will be reflected in policy and risk assessment updates as necessary.

## **Updates**

We will update this policy from time to time. It was last updated on 2 May 2026.