

Health and Safety Policy

Wey Valley Radio (Alton) Ltd · Company no. 09822128 · WVR-POL-HS-01 · Version 2.0 · Issued 27 July 2026

1. Introduction

Wey Valley Radio (Alton) Ltd ("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 is in all our interests to ensure that our activities are safe, or as low in risk as possible.

2. Policy statement

This is the Health and Safety Policy of Wey Valley Radio, prepared under guidance in the Health and Safety at Work etc. 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
- avoid work at height wherever it is reasonably practicable to do so, and properly control it where it cannot be avoided
- co-operate with the owners and occupiers of premises we work at, follow their site rules, and share information about hazards
- 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.

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

3. Health and safety responsibilities

Overall and final responsibility for health and safety rests with the board of directors of Wey Valley Radio (Alton) Ltd.

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
- maintain the record of which volunteers are authorised and competent for which activities.

4. Your responsibilities as a volunteer

As a volunteer you must:

- make yourself familiar with this policy, and read, understand and follow the guidance in any risk assessments relevant to your activities
- co-operate with supervisors and managers on health and safety matters
- not interfere with anything provided to safeguard your own or others' health and safety
- take reasonable care of your own health and safety, and that of your fellow volunteers and others
- not carry out any activity you have not been briefed on and recorded as competent for
- report all health and safety concerns to an appropriate person, as set out in this policy
- if at any time you feel that the risk to you or to others is, or is about to become, unacceptable, do something about it immediately.

5. Risk assessments

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 there to help you think about the possible risks associated with common tasks. They are all available at <https://weyvalleyradio.uk/>

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

- Model risk assessment - conducting interviews in a public place
- Model risk assessment - public appearances with a gazebo
- Risk assessment WVR-RA-TX-01 - transmitter site, Greenwood Farm
- Blank risk assessment

6. Working at our transmitter site

Our FM and DAB transmission equipment is at Greenwood Farm, Old Odiham Road, Alton. It is not our building. Risk assessment WVR-RA-TX-01 covers all work there and you must read it before your first visit. Access is arranged through the Site Access Protocol.

Who may attend

- Only people named on the Permitted Persons list may attend on WVR's behalf.
- Going up to the mezzanine is further restricted to the named volunteers recorded in the risk assessment. Being on the Permitted Persons list is not by itself enough.
- Specialist engineers, contractors and engineers attending for Provincial DAB must be accompanied at all times by a WVR permitted person.

Work at height

- We avoid work at height wherever we can. The antenna pole is lowered to the ground to be worked on rather than climbed.
- Ladder work is for short, light tasks only - as a guide, under 30 minutes, with three points of contact maintained and one hand free. If a job needs both hands, or longer, stop and rearrange it.
- Ladders are placed on firm, level ground, footed by a second person, and tied where possible.
- Never work at height alone.
- No work at height in high wind, in rain that makes surfaces slippery, in icy conditions, or in darkness.

The mezzanine

The mezzanine floor where the transmitter rack sits has no edge protection and is reached by a ladder. This is the most serious risk anywhere in our activities. Treat it accordingly.

- Never go up alone. A second person stays at the ladder base throughout.
- Stay behind the marked line on the deck, at least 2 metres from the open edge. Do not cross it for any reason.
- Use a ladder that extends about a metre above the deck so you have something to hold when stepping on and off, and tie it off before you climb.
- Raise and lower tools and equipment by rope and bag. Never carry anything up or down the ladder.
- Face the ladder when climbing, and keep the edge in view when moving about.
- Keep the deck clear. Take away anything you bring up.
- Where a piece of equipment can be unplugged and brought down, work on it at ground level instead.

Radio frequency (RF) energy

- Never work close to the antenna while the transmitters are radiating. Lowering the pole brings the antenna down to head height, so this matters more than it might seem.
- Both the FM and the DAB transmitters must be switched off, and confirmed off at the transmitter itself, before the pole is lowered or before ladder work near the antenna begins.
- The remote power sockets are for emergency shutdown only. They are not a means of safe isolation and must never be relied on as one.
- Tell Provincial DAB before the DAB transmitter is switched off - it takes every station on the multiplex off air, not just us.

Electricity

- Isolate and lock off before working on equipment or its supply, and keep the means of switching it back on with you.
- Only volunteers recorded as competent, and where relevant qualified, may carry out electrical work.
- Never work on live equipment.

7. Working at premises we do not control

This applies at the transmitter site, at the studio, at outside broadcasts, and anywhere else we are guests.

- Follow the site owner's rules, signage and safety instructions.
- Report to reception on arrival, and sign in and out where a sign-in system is in place.
- Find out the fire procedure, escape routes and assembly point before you start work. At the transmitter site, if the alarm sounds while you are on the mezzanine, come down and get out immediately - the ladder is the only way off.
- Do not interfere with anything belonging to the site owner beyond what is necessary for our own work.
- Leave the area as you found it.

8. Lone working

Some activities must never be carried out alone:

- any work at height
- going up to the mezzanine

- lowering or raising the antenna pole
- any work on the transmitter equipment itself.

For any other solo visit to a site, tell the station engineering contact before you go and again when you are clear. If you do not check in, they will follow it up. Make sure your phone is charged and that you have signal where you are working.

9. Contractors, specialist engineers and visitors

- If we engage a contractor for work at height or electrical work, we check and record their competence before they start.
- Anyone attending on WVR business who is not on the Permitted Persons list must be accompanied throughout by someone who is.
- The accompanying volunteer is responsible for their presence and conduct on site, and for briefing them on the hazards and the relevant risk assessment before work begins.
- We are not responsible for the technical work another organisation carries out on its own equipment, but we are responsible for who we bring on site.

10. Competence and training

We keep a record of which volunteers are authorised for which activities - in particular work at height, mezzanine access and electrical work. If you have not been briefed and recorded for an activity, you do not carry it out. Ask the Health and Safety Lead if you are unsure whether that includes you.

11. 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 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 the 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.

12. Monitoring

To check our working conditions, and to 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.

13. Emergency procedures - fire and evacuation

At our studio, the studio owners are responsible for making sure that:

- 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.

At any other premises, including the transmitter site, the owner or occupier of those premises is responsible for their own fire arrangements. It is your responsibility to find out what they are before you start work, and to follow them.

14. Studio rules

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 may bring non-alcoholic drinks into the studio as long as these are either in sealed containers and/or placed well away from the main broadcast desk and any other equipment (if a spill could damage equipment in any way, the drink is 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

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. This applies equally when attending the transmitter site or any other premises on WVR business.

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.

15. 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.

If the incident happened at premises belonging to someone else, you must also tell the site owner or occupier the same day. This includes damage, faults, hazards and near misses as well as injuries.

Some incidents are reportable by law to the Health and Safety Executive under RIDDOR - for example a fall from height causing a specified injury, or an incident that puts a member of the public in hospital. The Health and Safety Lead will decide whether a report is required and make it. If in doubt, report the incident to the Lead and let them make that judgement.

16. Adoption and review

The board reviews this policy every year, and whenever the law, our premises or the company's circumstances change. This version replaces the version last updated on 2 May 2026.

Adopted by	Date of resolution and minute reference	Signed (chair)	Next review due
The board of Wey Valley Radio (Alton) Ltd			July 2027