

Health and Safety Policy

Statement of Intent

Reigate & Banstead Community Radio Ltd, trading as Redstone FM (the Company) is committed to ensuring the safety of all employees, volunteers, trainees, guests, customers and anyone else affected by the company's business activities.

The Company recognises the legal duties it is bound by and that it will provide a safe working environment, safe equipment and safe methods of work.

Under the Health and Safety at Work Act (1974) all employees, volunteers, trainees, guests and customers have equal responsibility in following safe working practices as we do in maintaining a safe environment.

The arrangements for implementing this policy are set out in the Company Operating Manual, the relevant sections being attached to this policy).

Agreed by Board on 6 April 2009

Implementation of Policy

Whilst the Company is overall responsible for health and safety, this is implemented as follows:

1. Responsible Persons

This will be the Station Manager, when appointed after the award of a full time community radio licence. In the interim, the designated project leader will have responsibility for health & safety, supported by a board member:

- Training Co-ordinator and RSL Broadcast Manager - Des Shepherd
- Board member with Health & Safety responsibility – Steve Burge
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These persons will be responsible for undertaking risk assessments and making workplace inspections

2. Health & Safety Rules

The following rules are taken from the Company's Operating Manual:

- Do not obstruct any gangway or exits with chairs, leads or any other object that could cause an accident.
- Only use the equipment for the purpose it is designed for.
- Do **NOT** attempt to repair any defect in equipment yourself. **Always** report defective equipment and leads to a member of staff.
- Never interfere with mains supplies or equipment.
- Do not place drink or liquids on or near mains equipment.
- Do not attempt to alter the wiring in the studio.
- A first aid box is located in the general office.
- Any accident must be reported to a member of staff who will record it in the accident book.
- No external equipment to be plugged into any studio/office equipment without prior consent and any such equipment to be suitable PAT tested.

3. Induction

All staff/volunteers/students to undergo Health & Safety induction as part of the station/training course induction procedure.