

Soar Sound Health and Safety Policy

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1 Document Information

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Author: Ian Green (People and Volunteering Director of Soar Sound)

Soar Sound's Safeguarding Officer:

Policy Validity Statement: Policy users should ensure that they are consulting the currently valid version of the documentation. This document will be reviewed one year from its issue date.

Approval: The policy will remain valid, including during its period of review. However, the policy must be reviewed next year and afterwards at least once in every three-year period.

2 Introduction

This policy sets out how Soar Sound will fulfil its statutory duties and responsibilities effectively, both within its own organisation, and for the affiliated groups and members that help with Soar Sound's not-for-profit vision and public purpose objectives.

2.1 Vision

Soar Sound seeks to provide broadcast radio and other online and legacy media services that are not for private gain, with any surplus or assets used principally for the benefit of the community.

2.2 Objects

The objects of the Company are to carry on activities which benefit the community and in particular (without limitation) to carry out radio broadcast and media production services that will benefit communities resident in Leicester and Leicestershire, and in particular, and without limitation, with a focus on public education, wellbeing, mental health, economic development and employment.

Soar Sound supports all services, projects and activities that meet our not-for-profit objectives, as above, through offering publicity in our Soar Sound radio service and other media services.

3 Purpose of Policy

Soar Sound takes health and safety issues seriously and is committed to protecting the health and safety of its volunteer members working on studio-based and outside broadcast type projects, and health and welfare projects. This Policy is intended to help Soar Sound achieve this by clarifying who is responsible for health and safety matters and what their responsibilities are. This is a statement of policy only and does not form part of any contract with partner organisations or with the owners of rooms that are rented to us.

3.1 Who is Responsible for Health and Safety?

This is a collective task shared between Soar Sound Directors, the owner of land or premises and the Soar Sound's Volunteer leaders running projects. This Policy and the rules contained in it apply to all member volunteers working for Soar Sound on broadcasting and media projects.

3.2 Soar Sound's Responsibilities

- i. Taking reasonable steps to safeguard the health and safety of volunteer members and anyone affected by Soar Sound's activities.
- ii. Identifying health and safety risks and finding ways to manage or overcome them through specific risk assessment documents that are shared with landowners, property owners, their delegated staff and volunteer leaders and their volunteers.
- iii. Providing a safe and healthy place of work and safe entry and exit arrangements.
- iv. Providing and maintaining safe working areas, equipment, and systems and, where necessary, appropriate protective clothing, e.g. insulation from powered equipment.
- v. Providing safe arrangements for the use, handling, storage, and transport of equipment.
- vi. Providing adequate information, instruction, and supervision to enable all volunteers to do their work safely, to avoid hazards and to contribute positively to their own health and safety while volunteering. Soar Sound and the Volunteer leaders will give you the opportunity to ask questions and advise who best to contact if you are unsure about how to safely carry out your volunteering work.
- vii. Promoting effective communication and consultation between the Soar Sound, the volunteer leaders, the volunteers and the owners of land and premises and their representatives.

- viii. Providing instructions, arrangements, and advice to volunteers as to the steps to be taken to minimise the risk of infection.
- ix. Regularly monitoring and reviewing the management of health and safety for volunteers at work, making any necessary changes and bringing those to the attention of all volunteers and owners of land or premises.

3.3 Responsibilities of All Volunteers

All volunteers and those with responsibilities as leaders must:

- Take reasonable care for their own health and safety and that of others who may be affected by their acts or acts of omissions.
- Co-operate with the Soar Sound generally to enable compliance with health and safety duties and requirements.
- Comply with any health and safety instructions and rules, including instructions on the safe use of equipment.
- Keep health and safety issues in the front of their minds and take personal responsibility for health and safety implications and of their own acts and omissions.
- Keep the workplace hazard free.
- Report all health and safety concerns to the allocated volunteer leader for each project promptly, including any potential risks, hazards or malfunctioning of equipment, however minor or trivial they may seem.
- Co-operate in the Soar Sound or delegated volunteer leaders' investigation of any incident or accident which either has led to injury, or which could have led to injury.

3.4 Volunteers Responsibilities Relating to Equipment

All volunteers must:

- Use equipment as directed, following any instructions given by representatives of Soar Sound or contained in any written operating manual or instructions for use.
- Co-operative with the Soar Sound's volunteer leaders generally to enable compliance with health and safety duties and requirements.

- Comply with any health and safety instructions and rules, including instructions on the safe use of equipment.
- Keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions.
- Keep the workplace hazard-free.
- Report all health and safety concerns to the Soar Sound's volunteer leader promptly, including any potential risks, hazards or malfunctioning of equipment, however minor or trivial they may seem.
- Co-operate in the Soar Sound's investigation of any incident or accident which either has led to injury or which, in the volunteer leader's opinion, could have led to injury.

3.5 Volunteer Leaders Responsibilities

Leaders and project managers must:

- Record and look after any equipment borrowed from Soar Sound or from the owner of land or premises.
- Use equipment as directed. Return any equipment if no longer used, and do not lend Soar Sound or Land or Premises equipment to a third party.
- Report any fault with, damage to, or concern about any equipment to Soar Sound.
- Volunteers Responsibilities Relating to Accidents and First Aid.

All volunteers must:

- Promptly report any accidents at work involving personal injury, however trivial, so that Soar Sound's volunteer leaders can record this in their Accident Book. (Volunteer leaders must report any accidents to the Soar Sound's nominated Health and Safety Officer).
- Familiarise themselves with the details of first aid facilities and when to contact emergency services.
- If an accident occurs, know how to dial for help giving the name, location, and brief details of the problem.

- Soar Sound's volunteer leaders will, in the first instance, be responsible for investigating any injuries or work-related illnesses, preparing, and keeping accident records and for submitting reports to the Soar Sound's nominated Health and Safety coordinator.

3.6 National Health Alerts

In relation to National Health Alerts, Including the Coronavirus (COVID-19) Pandemic

- If an epidemic or pandemic alert is issued, all volunteers must comply and co-operate with all instructions, arrangements and advice issued by Soar Sound, who will keep up to date with Government guidance.

3.7 Emergency Evacuation and Fire

All volunteer leaders and volunteers must:

- Familiarise themselves with the instructions about what to do if there is a fire .
- Ensure they are aware of the location of fire exits and alternative ways of leaving a building or a site in an emergency.
- Comply with instructions of leaders if there is a fire, suspected fire or fire alarm. (or a practice drill for any of these scenarios).
- Co-operate in fire drills and take them seriously, ensuring that any visitors do the same.
- Ensure that fire exits or fire notices or emergency exit signs are not obstructed or hidden at any time.

On discovering a fire, all volunteers must:

- Immediately trigger the nearest fire alarm and, if appropriate, call 999 and notify the location of the fire.
- Attempt to tackle the fire ONLY if they have been trained or otherwise feel competent to do so.
- Leave without stopping to collect personal belongings.
- Stay out of any lifts.
- Remain out of the building or off site until notified that it is safe to re-enter.

- The owner of premises or sites is responsible for ensuring that fire risk assessments take place that changes are made where required and for making sure there are regular checks of fire extinguishers, fire alarms, escape routes, signage, and emergency lighting.

3.8 Risk Assessments and Manual Handling

- Risk assessments are essentially a careful examination of what could cause harm to people. The Soar Sound will help Volunteer leaders to assess any risks and consider measures to best minimise any risk.
- Risk Assessments will be drafted by The Soar Sound and sent to Volunteer leaders to complete.
- Soar Sound must ensure that any necessary risk assessments take place, and the resulting recommendations are implemented.
- Soar Sound's appointed Health and Safety coordinator is responsible for risk assessments and any measures to control risks.
- Guidance on manual handling (for example, lifting and carrying heavy objects) can be obtained from Soar Sound or partner organisations.

4 Monitoring and Reporting

All responses and feedback about this policy will be fully recorded, and a report made to the Trustee Board on any health and safety issues dealt with via this procedure. A written record will be retained of all complaints.

Signed: Ian Green

Position: People and Volunteering Director

Date: 9th March 2024

Review Date: 5th March 2025

Soar Sound

5 References

This Health and Safety Policy was created using a document from Rocket Lawyer:

<https://www.rocketlawyer.com/gb/en>