

TALKING NEWS FEDERATION

Health, Safety & Welfare Policy

Talking News Federation (TNF) operates a Health, Safety and Welfare policy to minimise the risk of injury or ill-health so far as is reasonably practicable. TNF reviews and updates this policy to take account of new legislation and working practices and this booklet has been produced to make sure that all volunteers and staff have up-to-date information.

Please find time to read the policy and if there is any part that you do not understand, or feel that you cannot comply with, you should speak to a committee member.

Statement by the Chair

TNF is committed to fulfilling its responsibilities for providing a safe and healthy workplace and working environment for all of its volunteers and staff. TNF also recognises that work activities and services are to be conducted in a manner which protects the health and safety of any other person so far as is reasonably practicable.

The activities of TNF will be conducted within the framework of all relevant legislation. Within that statutory framework TNF will encourage best working practices at all times. Particular attention will be given to the provision of:

- Safe premises, equipment and work practices.
- A healthy working environment.
- Arrangements for the safe use, handling, storage and transport of equipment, materials and substances.
- Adequate information, instruction, training and supervision to enable employees to work safely.
- Regular preventative maintenance.
- A health, safety and welfare advisory service.

Talking News Federation Trustees are responsible for:

- Considering health and safety matters as an integral part of their role;
- Ensuring all significant risks are assessed and that the necessary controls are identified;
- Ensuring all volunteers and staff under their control receive adequate information, instruction, training and supervision to enable them to work safely and without risk to health;
- Continually developing and monitoring safe working practices;
- Ensuring the health and safety of all volunteers are considered in the planning of work activities;
- Ensuring all accidents, near misses and incidents of violence, aggression or verbal abuse at work are reported and investigated in line with TNF policy;
- Implementing the various TNF policies relating to the broader well-being of employees.

As a volunteer or staff member you are responsible for:

- Looking after your own health and safety.
- Looking after the health and safety of other volunteers, staff and others working for TNF who may be affected by your acts or omissions.
- Co-operating with the TNF Trustees by following agreed working practices and safety procedures.
- Reporting any accident, near miss, incident of violence, aggression or verbal abuse or any hazard.
- Ensuring equipment provided for health, safety and welfare purposes is not misused or interfered with.

Consultation procedures

TNF recognises the importance of joint consultation on health and safety issues.

Health and Safety Assistance

TNF believes that everyone should have the benefit of a working environment that creates a sense of well-being, safety and security. The "working environment" includes the way in which your workload and your workplace are managed, as well as the physical conditions in which you work.

SPECIFIC ARRANGEMENTS

ACCIDENTS, NEAR MISSES & INCIDENTS OF VIOLENT/VERBAL ABUSE

All of these events must be reported to a Trustee

- Accidents resulting in an injury must be recorded;
- Near misses where no injury has been sustained must also be reported;
- Incidents of violence, aggression or verbal abuse which cause injury or distress should be recorded;
- Where any of the above result in a specific notifiable injury, then the Health and Safety Executive Incident Contact Centre must be notified as soon as possible on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

FIRST AID

Provision for adequate first aid arrangements will be made based on a risk assessment of an individual location. It is not wholly related to the number of persons in a workplace but also considers the risks encountered and the availability of emergency services:

- Where a first-aider is required, that person will receive certificated training and a monetary allowance.
- Where a first-aider is not required, Appointed Persons will be nominated to contact the emergency services.

SAFETY EQUIPMENT AND PROTECTIVE CLOTHING

These are provided free of charge by Talking News Federation to protect against hazards which cannot be controlled by any other means:

- All volunteers and staff must wear or use safety equipment when engaged in the activity for which the equipment has been provided;
- Appropriate instruction and training will be given in the correct use, maintenance and storage of safety equipment and protective clothing;
- Defective equipment or clothing must be reported immediately. If necessary, work should cease until replacements are obtained.

WORKING ENVIRONMENT

The working environment of all workplaces must protect the health and safety of volunteers and staff and meet the statutory requirements for welfare facilities. These include:

- Enclosed workplaces must have a means of ventilation. In most cases windows will suffice providing they can be opened;
- A reasonable temperature must be maintained;
- Lighting must be sufficient to enable people to work, use facilities and move around safely;
- All workrooms must have sufficient space to allow employees to move about with ease;
- All floors must be free of slip, trip or fall hazards;
- Every workplace must have adequate numbers of clean, well-lit, ventilated toilets, sufficient washing facilities, and a readily accessible drinking water supply.

HOUSEKEEPING

The majority of accidents are, at least in some part, the result of poor housekeeping.

- You are responsible for keeping the area around your workplace free from trip hazards;
- Trailing cables are to be avoided except in very temporary circumstances when visual attention should be drawn to them;
- Drawers should be closed after use and equipment and materials put back into their proper place;
- Shelves, cabinets and cupboards must not be overloaded;
- Spillages must be cleared up as soon as possible;
- Defective equipment, furniture or lighting must be reported immediately.

MANUAL HANDLING

This section refers to the movement or support of a load including a person or animal but excluding an implement, tool or machine while in use for its intended purpose:

- Where practicable work will be organised so that manual handling is eliminated or minimised.
- Where manual handling cannot be avoided, consideration should be given to the provision and use of suitable lifting aids.
- Everyone who is regularly required to manually handle loads will be given full training in the appropriate techniques.
- Managers and supervisors should conduct risk assessments on any handling task which may pose a risk of injury to establish safest methods and assess the capability of the lifter.
- You must not attempt to lift, support or move any load if you have any doubt about your ability, or the means, to do so safely.

ELECTRICITY

Only competent persons may undertake any work on any part of an electrical system:

- The person in charge of the premises is responsible for ensuring competence;
- All portable appliances must be regularly inspected and tested by a competent person;
- Personal appliances must not be used until they have been inspected and tested;
- Everyone is responsible to visually inspect the plug, cable and general condition of an appliance before use;
- **DEFECTIVE EQUIPMENT MUST NOT BE USED UNTIL REPAIRED BY A COMPETENT PERSON;**
- Records of PAT tests and inspections will be maintained;
- All non-portable parts of the electrical system will be periodically inspected and tested;
- Unless protected by other failsafe means, maintenance or repair work may only be carried out when the electrical system is dead.

WORKING AT HEIGHT

All equipment used as a means of gaining height must be suitable for that particular purpose:

- Using unsuitable equipment such as ladders, chairs, boxes, defective steps, etc. is strictly prohibited;
- Proprietary safety equipment such as platform safety steps may be used.
- All access equipment should be regularly inspected and a record kept;
- When working at height, consideration must be given to the protection of anyone else who may be below or in the vicinity. This will include the wearing of a hard hat if there is a foreseeable risk of injury to the head.

HAZARDOUS SUBSTANCES

The use of, or exposure to, hazardous substances will be avoided or, if this is not possible, controlled so far as is reasonably practicable:

- All containers of hazardous substances must be appropriately labelled and stored securely;
- Everyone who uses, or may be exposed, to hazardous substances should receive information about the potential risk to health and, if necessary, instruction on how to minimise risk;
- Where appropriate, health monitoring and health surveillance will be provided.

LONE WORKING

All lone working situations must be identified and risk assessed.

- As determined by risk assessment, lone working is generally permissible except where a task cannot be conducted safely by one person or where there is reason to believe other risks may be encountered as a result of being alone;
- Local procedures should ensure lone workers are traceable at all times and accounted for at the end of each working period.

USE OF DISPLAY SCREEN EQUIPMENT (V.D.U.s)

All DSE workstations will be assessed to ensure that they are suitable and compatible with the user.

- Work patterns should be organised to avoid intensive use of the keyboard for periods beyond one hour and to allow periods of rest or other duties;
- Regular users will receive information about potential health risks and instruction on how to minimise risk;
- Designated users will be entitled to receive assistance towards the cost of eye-tests and, if necessary, corrective lenses

FIRE/BOMB ALARM

Instructions must be issued and posted at all premises.