

Birmingham Talking Newspapers (BTNBVI)

Health and Safety Policy

1. Introduction and Purpose

Birmingham Talking Newspapers is committed to ensuring the health, safety, and well-being of all volunteers and visitors, and anyone affected by our activities. This Health and Safety Policy outlines our commitment to providing a safe and healthy working environment and complying with relevant health and safety legislation.

This policy applies to all individuals involved in the operations of Birmingham Talking Newspapers.

The purpose of the policy is to help to protect all volunteers and visitors to keep safe and well while engaged on tasks related to BTNBVI.

This will be done by

- Taking simple measures to avoid creating hazards.
- Identifying and drawing attention to hazards
- Sharing information with others in the organisation

2. Responsibilities

All volunteers and visitors are responsible for taking sensible measures to ensure their own health and safety and that of others.

The Chairman and Board of Trustees have a specific responsibility to ensure that careful attention is given to the policy.

2.1 Trustees' Responsibilities

The Trustees are responsible for:

- Providing adequate resources to implement and maintain effective health and safety practices.
- Identifying and assessing potential hazards and implementing appropriate control measures.
- Ensuring that all volunteers are trained and competent in their roles and are aware of policies including Health and Safety.
- Regularly reviewing and updating the Health and Safety Policy as necessary.
- Promoting a positive health and safety culture within the organization.
- Investigating accidents, incidents, or near misses and taking corrective actions to prevent recurrence.

2.2 Volunteer Responsibilities

Volunteers have a duty to:

- Comply with all health and safety policies and procedures.
- Report any hazards, accidents, incidents, or near misses to their team leader or designated health and safety representative.
- Demonstrate awareness of Health and Safety Policy as required.
- Cooperate in implementing health and safety measures.
- Take reasonable care of their own health and safety, as well as the health and safety of others who may be affected by their actions.

3. Risk Assessment and Control

Birmingham Talking Newspapers will conduct regular risk assessments to identify potential hazards and assess the associated risks. Control measures will be implemented to eliminate or minimize risks to an acceptable level. The risk assessment process will involve:

- Identifying hazards in the studios and during activities.
- Evaluating the likelihood and severity of potential risks.
- Implementing control measures to eliminate or reduce risks.
- Monitoring and reviewing the effectiveness of control measures.
- Communicating risk assessment findings to relevant individuals.

4. Health and Safety Procedures

Birmingham Talking Newspapers will establish routines and procedures to mitigate identified risks. The Vice Chair (North) and Vice Chair (South) will be responsible for establishing routines and procedures specific to each studio.

Poor housekeeping is a common cause of accidents especially slips, trips and falls and fires in the workplace. To ensure that satisfactory standards of housekeeping are achieved the following standard arrangements should be adhered to by all involved in BTNBVI:

- Check that the studio is free from hazards at the beginning and end of each activity;
- Exercise appropriate caution in dealing with electrical equipment;
- Always put equipment away immediately after use;
- Clear up any spillages or spills etc. immediately;
- Report any loose carpet, damaged floor coverings or damaged equipment;
- Do not allow objects to protrude into walkways;
- Ensure that waste materials are properly stored and are removed on a regular basis;

- Ensure that special arrangements are made for the removal of unusual or extra-large items;
- Do not store office equipment anywhere other than in designated areas;
- Ensure that the work area is kept tidy at all times;
- Trailing leads will be avoided wherever possible or otherwise ramped or protected to avoid potential tripping hazards;
- Defects such as broken chairs, faulty drawers, trailing cables etc. should be reported immediately;
- Chairs and tables should be routinely inspected for condition. They should not be used for climbing – a stepping stool or step ladder only should be used.
- Small electrical items should be appropriately tested at agreed intervals.

The main requirement is that a written record be made of the significant risks to volunteers or visitors and that procedures are put in place to guard against or protect against those risks.

5. Consultation

All volunteers are invited to draw attention to specific matters that might usefully be shared with others. These should be passed to the Vice chairperson who will report such matters to the Board. Consideration may be given to formal inclusion in the policy.