



**Cirencester & District
TALKING NEWS**

**HEALTH, SAFETY & WELFARE POLICY
2026**

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Cirencester & District Talking News ('C&DTN')

Health, Safety and Welfare Policy 2026

Introduction

Cirencester & District Talking News (C&DTN) operates a Health, Safety and Welfare policy to minimise the risk of injury or ill-health so far as is reasonably practicable. C&DTN 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 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 Trustee.

C&DTN is committed to fulfilling its responsibilities for providing a safe and healthy workplace and working environments for all of its volunteers. C&DTN 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 C&DTN will be conducted within the framework of all relevant legislation. Within that statutory framework C&DTN 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 volunteers to work safely.
- Regular preventative maintenance.

C&DTN 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 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 are reported and investigated in line with C&DTN policy.

As a volunteer you are responsible for:

- Looking after your own health and safety.
- Looking after the health and safety of other volunteers and others working with C&DTN who may be affected by your acts or omissions.
- Co-operating with the C&DTN 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.

Health and Safety Assistance:

C&DTN 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:

i. Accidents, near misses & incidents of violent or verbal abuse

All of these events must be reported to a Trustee:

- Accidents resulting in an injury must be recorded in the Accident Book
- 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).

a) First Aid

A first aid box is provided in the studio.

b) Working Environment

The working environment of all workplaces must protect the health and safety of volunteers 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 workspaces must have sufficient space to allow Volunteers 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.

c) 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.

d) 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.

e) 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.

f) 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.

g) 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.

h) Use Of Display Screen Equipment (DSE)

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.