



Infosound Health and Safety Policy

Updated 26th April 2023

Introduction

Infosound is committed to ensuring the safety of its employees, volunteers, members of the public and anyone else who might be affected by its operations.

The purpose of this policy is to protect all Infosound trustees, employees and volunteers from any harm that may be caused whilst working for the charity. By implication, this protection extends to any member of the public and others working within the vision-impairment sector on the rare occasion that Infosound staff or volunteer activities are taken outside the workplace, for example to meetings, exhibitions and conferences.

This policy lays out the commitments of the charity Infosound and it is produced to inform all trustees, volunteers and employees of Infosound of their responsibilities in relation to their own safety, health and wellbeing, as well as that of the public.

Background

Health and Safety policy is generally addressed under the following headings:

- Risk Assessments
- Manual Handling Assessments
- COSHH Assessments
- Fire Risk Assessments
- First Aid Arrangements
- Emergency Procedures
- Accident Reporting and Investigation
- Welfare
- Equipment Inspections & Records
- Health surveillance

Since Infosound has no premises of its own, staff and volunteers generally work from home or they may congregate, in very small numbers, at someone's home. Trustee meetings are also held in a domestic environment.

Significantly, because Infosound is, essentially, a "broadcaster" of audio content, it is extremely unlikely that any member of the charity would come into direct physical contact with a member of the vision-impaired public we serve or with others within the vision-impairment sector.

However, the trustees remain vigilant at all times and aware of the possibility of any of the above areas of health and safety concern having the ability to cause harm. As such, they will always address any potential hazard or unsafe practices efficiently and effectively, should any potential threat be identified to anyone working or volunteering for Infosound or to anyone outside the charity who may have direct dealings with Infosound staff or volunteers in the course of their work for the charity.

Policy Statement

- Ultimate responsibility for all health and safety issues rests with Infosound's trustees, under the direction of its Chair. There is a nominated and named Health and Safety Officer, to whom any concerns should be reported immediately. This person is Managing Editor Rowland Myers. Both the Chair of Trustees and the charity's Health and Safety Officer may be contacted simultaneously by emailing healthandsafety@infosound.org.uk. Both may also be reached via the charity's phone number: 03000 111 555.

A key element of this policy is that the nominated Health and Safety Officer and the Chair of Trustees (or if unavailable another trustee) must, at all times, be able to discuss any health and safety concern or issue and efficiently implement a remedial course of action to contain the immediate situation and to repeat any re-occurrence. Nothing should be ignored.

- All volunteers and employees of Infosound must be encouraged to recognise, respond and report any equipment or working practice, whether or not it is directly connected with the charity's work. This means that if a trustee, volunteer or employee sees something that gives them cause for concern then, if appropriate, they should intervene and report it to the Health and Safety Officer. The nominated Health and Safety Officer must then immediately:
 - a. make sure any unsafe activity is ceased immediately, remove all personnel from any potentially unsafe situation or equipment and bring the situation to the attention of all charity trustees, should it refer to something within the charity, or
 - b. notify a relevant organisation, charity, authority or statutory agency, should it be observed outside the charity, in another organisation or within the general public.

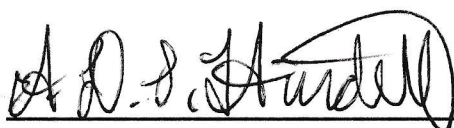
- Special care should be taken when dealing with blind and partially-sighted members of the public. Safe guiding techniques should be known by all members of Infosound who might have cause to meet anyone who lives with sight loss so they can be removed from any potential danger efficiently and respectfully.
- Any information broadcast or distributed by Infosound, whatever the source, must adhere to the charity's editorial remit to, at all times, be fair, accurate, objective and impartial and not to encourage a listener to take a course of action that could cause them any harm.
Compliance with this is the responsibility of the charity's Managing Editor.

This health and safety policy should be:

- reviewed and agreed by the trustees at least once a year and updated, or amended, as appropriate in the interim.
- be promoted to all volunteers and employees and, as necessary, to other contractors or those working with the charity.
- be made available for the public to read at any time on the charity's web site.

Health and Safety Policy Review and Adoption

This health and safety policy has been reviewed and agreed by Infosound's trustees and it is hereby adopted as the charity's policy until otherwise amended.

Signed  (Andrew Hindell, Chair of Trustees)

Date 26th April 2023