HEALTH AND SAFETY POLICY STATEMENT

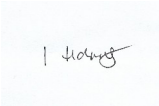
The Health and Safety at Work Act 1974 imposes a statutory duty on employers to ensure in so far as is reasonably practicable the health and safety of their employees whilst at work. This duty also extends to others who may be affected by that work.

Volunteers also have a statutory duty to take care of themselves and others who may be affected by their acts or omissions.
To enable these duties to be carried out, it is Cotswold Hospital Radio's intent to ensure that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels within the Management Committee structure.

1. **Cotswold Hospital Radio will, so far as is reasonably practicable, ensure that:**
   a) Adequate resources are provided to ensure that proper provision can be made for health and safety.
   b) Risk assessments are carried out and periodically reviewed.
   c) Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risk to health.
   d) All volunteers are provided with such information, instruction, training and supervision as is necessary to secure their safety and health and the safety of others who may be affected by their actions.
   e) The provision and maintenance of all equipment is safe and without risk to health.
   f) The working environment of all volunteers is safe and without risks to health and that adequate provision is made with regard to the facilities and arrangements for their welfare.
   g) The place of work is safe and there is safe access to and egress from the workplace.
   h) Monitoring activities are undertaken to maintain standards.

2. **It is the duty of each volunteer:**
   a) To take reasonable care for health and safety of themselves and of other persons who may be affected by their acts or omissions and co-operate with the Management Committee in fulfilling duties that may be imposed upon them.
   b) Not to interfere with or misuse anything provided in the interest of health or safety.

3. **General information:**
   a) The health and safety policy will be reviewed at least annually, amended and updated as and when necessary. Communication of such changes will be made to all volunteers
   b) There are established and maintained effective procedures for consultation and communication between all levels of management and volunteers on matters relating to health, safety and welfare.
   c) Detailed reference information for volunteers can be found in the Health and Safety Information Manual which is kept in the studio.

SIGNED:  Chairman
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