

HOSPITAL RADIO STAFFORD

ACCOMODATION - STUDIO BUILDING

1. CCTV

The objectives for the installation of CCTV systems are as follows:

To give greater assurance of the safety and well-being of volunteers, contractors and visitors.

To assist with the deterrence, prevention and detection of crime and offenders

To provide primary evidence, where appropriate, in regard to legal proceedings that may ensue following criminal activities or civil breaches

The Data Protection Act 2018 covers the capture and processing of images gained through the operation of a CCTV system. The organisation will ensure that anyone dealing in CCTV images acts as a Data Controller and must, therefore, act in accordance with the requirements of Data Protection Act 2018 and the Information Commissioner.

The principles of the Data Protection Act 2018 require that data is :

Fairly and lawfully processed (obtained, recorded or held).

Processed only for specified and limited purposes.

Adequate, relevant and not excessive.

In recognition of the Act, Hospital Radio Stafford will ensure:

Appropriate signage warning of the use of CCTV is displayed.

The CCTV recording equipment is kept secure at all times.

There are no cameras installed in places where personal activities take place.

The CCTV system is operated in an ethical manner.

All out of date recordings are disposed of securely.

No audio recordings relating to CCTV images are captured.

The Data Controller is Hospital Radio Stafford as notified to the Information Commissioner's Office (ICO).

The Officers responsible for Data Protection on behalf of Hospital Radio Stafford are the Charity's Chairperson, Programme Manager and Engineering Manager.

Recorded data will be retained for 30 days then deleted unless required by another authority. The system shall be password protected known only to the listed officers above.

This policy applies to CCTV at the following premises :

Hospital Radio Stafford

Rear Lodge

Knights Avenue

Stafford

ST16 3QA

Requests for CCTV footage

Hospital Radio Stafford shall respond in accordance with the Act to a request by an individual for CCTV footage within 30 days, and can charge up to £10.

2. FIRE SAFETY

ON DISCOVERING A FIRE

Immediately raise the alarm by activating the nearest fire Alarm call point.

Call the Fire Brigade.

Contact County Hospital Emergency No. 01785 257731 Ext 2222.

Leave the building, closing doors behind you if it is safe to do so.


Assemble away from the building or at the Assembly Point.

Ensure all persons are accounted for.

Inform the Fire Brigade upon their arrival of the location of the fire and if any persons are still in the building.

If you are unable to leave the building due to personal injury or fire blocking the exit, close all doors between you and the fire and await the Fire Brigade.

3. HYGIENE




Alcohol handrub hand hygiene technique – for visibly clean hands

1




Apply a small amount (about 3 ml) of the product in a cupped hand

2




Rub hands together palm to palm, spreading the handrub over the hands

3



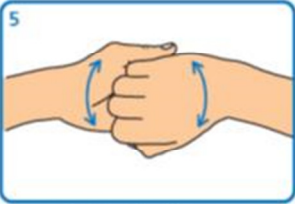
Rub back of each hand with palm of other hand with fingers interlaced

4




Rub palm to palm with fingers interlaced

5




Rub back of fingers to opposing palms with fingers interlocked

6




Rub each thumb clasped in opposite hand using a rotational movement

7




Rub tips of fingers in opposite palm in a circular motion

8



Rub each wrist with opposite hand

9




Wait until product has evaporated and hands are dry (do not use paper towels)


10



The process should take 15–30 seconds



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Adapted from World Health Organization Guidelines on Hand Hygiene in Health Care



National Patient Safety Agency

4. WORKING ALONE

If you have an accident or there is an emergency while you are at the Studios, call the following number :

Urgent Security and Hospital Emergency 01785 257731 Ext 2222

To ensure you return home safely after your programme, ensure the somebody knows what time to expect you home, this could be a family member.

If you live alone or a family member is not available, arrange to phone another member of HRS on your safe arrival home.

Ensure that your family member or your HRS contact understands what to do if you don't arrive as expected. If this occurs they should undertake the following steps :

- Try to contact you
- Contact a HRS colleague or Trustee
- Contact the County Hospital on 01785 257731 Ext. 2222 and ask for Security to check the studios.

