

# Human Resources

## **RADIO & PUBLIC BROADCAST AT WORK POLICY**

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South Yorkshire  
Fire & Rescue  
WORKING FOR A SAFER  
SOUTH YORKSHIRE

## **RADIO & PUBLIC BROADCAST POLICY**

### **INTRODUCTION**

1. This paper outlines a proposed policy on the use of personal radios (or similar) for the playing of music, listening to sport and news reports etc while working at South Yorkshire Fire and Rescue Service's HQ at Eyre Street, Sheffield.
2. There is no formal policy that permits radios to be used by individuals at their workstation. Historically the use of radios has been at the discretion of the relevant line manager.

### **POLICY FOR EYRE STREET HQ**

3. The use of radios, MP3 players, iPods etc will not be allowed, subject to the exception outlined in paragraph 8.
4. Failure to adhere to the policy may result in a manager taking appropriate action in respect of an employee in line with SYFR approved disciplinary procedures
5. Employees should also be aware that a frequent form of copyright infringement is having a radio on in the workplace. If music is 'broadcast' in a workplace for the benefit of staff or visitors, this amounts to playing or performing of music and may well be viewed as infringing copyright, leading to prosecution.

### **RATIONALE FOR POLICY**

6. Eyre Street HQ is an open plan building. The carriage of noise across the open plan floor will be significant.
7. The use of radios (or similar) within the Eyre Street environment combined with work related activities such as general conversations, telephone calls etc would create a volume and mixture of noise that would be detrimental to the office environment being particularly intrusive to those who prefer to or need to work without such distractions.
8. The only exceptions to this policy are:-
  - (a) To allow individuals to use earphones set at sufficiently low volume, that would personalise the use of radios (or similar) and present no intrusion to colleagues. However, this poses health and safety and operational issues. For example, would the individual's ability to hear properly be impeded? Would individuals be able to hear ringing telephones?
  - (b) There may be exceptional circumstances e.g. during spate conditions that local news bulletins via a radio (or similar) may be useful to employees and assist staff in addressing those exceptional circumstances more effectively.
9. Having regard to these issues, in paragraph 8, a request to operate radios (or similar) with earphones can be made by an individual to their respective line manager, who

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may approve or reject the request on an individual basis. Any approval granted may be revoked at anytime.

***If you require any further guidance on this document, please contact  
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