

Thoresby Colliery Band

Health and Safety Policy

Created in conjunction with Brass Bands England

Revised February 2020



Health and Safety Commitments

Aside from the Musical Director, Thoresby Colliery Band is run by volunteers and therefore may not consider themselves as employers. However the band are still considered to have a “duty of care”, under civil law, to those who are employed, work as volunteers and those who use their services.

- The Health and Safety at Work Act (1974) is the main piece of legislation governing Health and Safety at work. It places a duty on employers to ensure the general health and safety of their employees, as well as volunteers and members of the public using services provided by the employer.
- Thoresby Colliery Band has an appointed person with responsibility for health and safety issues.

Thoresby Colliery Band takes in to account the following areas when reviewing Health and Safety.

- Safe equipment (Usage, storage and handling)
- Safe substances (e.g. storage of cleaning chemicals)
- Safe and Healthy workplace (See Safeguarding procedures and Whistle Blowing Policy)
- Fire safety
- Safe and Healthy Working Environment (Production of Risk Assessments)
- Information, instruction, supervision and training (Providing volunteers and members access to policies)
- Activities outside the band room e.g. concerts.

Electricity in the Band Room

- Band members are to complete a quick check each time they use an electrical item and report problems such as loose wires, overheating etc.
- The band will carry out annual Portable Appliance Testing (PAT)
- Within the band room, only one extension lead/adaptor may be pugged in to a socket
- Leads are securely fastened to reduce the risk of entanglement or trips
- Electrical equipment is to be turned off when not being used

Control of Substances Hazardous to Health (COSHH)

- Any chemicals are recorded on a risk assessment stating how they are stored and details of protection required when using (e.g. gloves, masks etc.) For this information see labelling.
- Substances are clearly labelled and stored in their original container.
- Substances are locked away when not in use.

First Aid Arrangements

- Adequate “in date” first aid equipment suitable for the number of members and volunteers in the band is available in the band room and taken to events.
- Appointed people within the organisation have First Aid training
- Accidents to be reported in the accident book. Information is kept and stored securely in accordance with the Data Protection Act.

Accompanying Children to Hospital

- Ideally if the situation is not an emergency, the parent/carer will be contacted in order to take the child to hospital.
- In an emergency call 999 and ask for an ambulance or a paramedic. In this situation, every effort must be made to accompany a child to hospital, in the ambulance.
- Where possible the main leader should try to remain with the group and another responsible adult, preferably a member who has a DBS check, accompanies a child to hospital.
- It is not good practice for a band member to use their own vehicle to take a child to hospital. However, in extreme circumstances (such as the emergency vehicle being delayed) the child's medical status must come first. In unlikely event of this occurring it would be best practice for 2 adults to travel with the child.)

Fire Safety / Emergency procedures

- Access to a telephone is essential at all times, in case of emergency.
- Fire safety is included within all risk assessments considering high risk areas and the storage of combustible material and what measures are in place (i.e. Fire Blankets / Extinguishers)
- Fire Extinguishers to be checked annually and included within risk assessment review
- The evacuation procedure considering emergency exits, assembly points and provision for vulnerable members is visible within the band room.

Completing Risk Assessments

Risk assessments have been carried out for the normal, regular rehearsal space for the band (and reviewed annually), and will be for concert venues and other places and events outside the band's usual 'home'.

In a risk assessment the physical environment might include:

- Car park
- Steps and stairs
- Uneven surfaces
- Lighting
- Slippery floors
- Storage of equipment/personal belongings
- Seasonal changes – e.g. snow and ice, leaves
- Access to exits
- Transporting people to rehearsals/concerts/contests
- Moving and handling equipment
- Playing concerts outside
- Rehearsals, sectionals and one to one tuition
- Fundraising activities
- Making refreshments
- Cleaning / DIY work in the band room
- Social activities
- Concerts for which the band is responsible for the audience

The equipment might include:

- Instruments
- Music
- Stands
- Chairs
- Cleaning equipment
- Catering equipment
- Electrical appliances
- Gas appliances such central heating boilers
- Office equipment

Possible types of accidents to consider are:

- Slips, trips and falls
- Traffic accidents

- Poisoning
- Electric shocks
- Burns and scalds
- Choking, suffocation or strangulation
- Cuts from broken glass or other sharp objects
- Sunburn or bites
- Manual handling injuries

A risk assessment form will be completed considering the relevant aspects above by the Health and Safety officer.

If a risk assessment is for an outing or trip, it needs to include transport arrangements. Risk assessments for trips to venues/events operated by a third party should include contacting the organiser or manager of the venue or event to check that they have their own risk assessment and that appropriate safety measures are in place.

Manual Handling

Band members are made aware of the dangers of lifting heavy objects and the associated injuries. Manual handling is included in Risk Assessments and measures taken to reduce the risk of injury. These measures include:

- Ensuring equipment is stored in a suitable bag, box or container that is fit for purpose. These should not be overfilled.
- Follow the guidelines for the minimum number of people required to move particular heavy objects (such as Timpani)
- Using trolleys, barrows or carrying straps where necessary.

Typical potential hazards that have been identified are:

- Carrying instruments
- Carrying chairs and tables
- Carrying PA equipment
- Loading vehicles for concerts and events

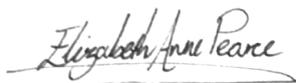
Insurance

Thoresby Colliery Band is covered by Public Liability Insurance. A copy of the certificate is displayed in the rehearsal room.

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 19th February 2020

Signed:



Elizabeth Pearce - Band Welfare Officer