



# Hangleton Brass Band

## Health & Safety Policy

### Policy Statement

It is policy of Hangleton and Hangleton Youth Band to provide activities in a safe manner without risk, so far as is reasonably practicable.

### Responsibilities

The overall responsibilities for the implementation of the Health & Safety Policies lies with the Band Committee. The Committee recognise that they have a duty of care with regard to the players in the band and accept that ensuring the players health, safety and well-being during band activities is one of their primary functions. They also recognise that they are responsible, so far as reasonably practicable, for the safety of anyone who may be affected by the band's activities.

Day to day responsibility for putting this policy into practice is delegated to the Health & Safety Officer or an authorised nominee.

All volunteers have an individual responsibility for ensuring their own personal health and safety and that of their acts. These responsibilities include:

- Co-operating with the committee and Health & Safety Officer
- Not interfering with any equipment provided to safeguard their health and safety
- Reporting to the Committee any risks to health and safety
- Recording all accidents and incidents in the accident book

### Putting the policy into practice:

#### Hangleton Band will

- Bring the policy to the attention of all its volunteers
- Publish this policy on the Bands' website
- Ensure relevant signage and emergency instructions are displayed and maintained throughout the premises and facilities used
- Appoint a Health & Safety Officer to implement the policy and its procedures
- Take out and maintain adequate insurance to cover all possible liabilities
- Maintain an accident book and first aid box
- Ensure regular inspection of electrical equipment
- Carry out appropriate risk assessments and take any action to minimise risk
- Establish emergency action plans
- Ensure safe handling, use, and storage of substances
- Identify and implement/report any maintenance required to premises or equipment
- Ensure the same standards apply to activities taking place away from the normal rehearsal venues, including during journeys
- Provide regular training for the Health and Safety Officer and First Aiders
- Ensure there is financial provision to meet health and safety needs
- Review this policy every year

### Risk Assessment Procedures

Risk assessments, including fire risk assessments, should be carried out for all new activities, when something changes, and be subjected to an annual review. These assessments should be stored in the Health & Safety file.

## **Incident Procedures:**

### **Evacuation (fire, etc.)**

#### **The Health and Safety Officer should ensure that**

- A record of all people on the premises at any one time is kept
- A procedure is in place for the immediate evacuation of all the people on the premises
- All volunteers are aware of the marked fire exits and evacuation meeting point
- A procedure is in place for taking a head count
- A procedure is in place for contacting the emergency services
- A practice emergency evacuation is carried out at least every 6 months
- Fire extinguishers, emergency lighting and other safety equipment is maintained and checked at appropriate intervals.

### **First Aid**

#### **The Health and Safety Officer should ensure that**

- A first aid box is provided and maintained
- Up to date emergency contact details are kept for all players and volunteers
- At least one person within each section of the organisation has up to date first aid training
- Volunteers know who the designated first aiders are
- Volunteers know what to do when a designated first aider is not present

### **Recording and reporting of accidents and incidents**

#### **The Health and Safety Officer should ensure that**

- An accident book is kept on site and volunteers are aware of its location
- The accident book is stored in a secure and lockable location
- Volunteers know how to record an incident
- The committee have been notified
- Volunteers know of what incidents are reportable to the Health & Safety Executive
- Records of accidents and incidents are kept for at least 3 years

### **Training**

Health & Safety training will be provided to all the volunteers as part of a general introduction. This training will be provided within four weeks of joining the organisation. Job specific training for volunteers will be provided as required. Training records will be kept by the Health & Safety Officer.