

Llandudno Town Band Health & Safety Policy

The Health & Safety at Work Act (1974) is the main piece of legislation governing health and safety at work. It places a duty upon 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.

Although brass bands are mainly run by volunteers and therefore may not consider themselves as employers, they are still considered to have a 'duty of care', under civil law, to those who are employed, work as volunteers and to those who use their services.

Llandudno Town Band is committed to taking all necessary steps, insofar as it is reasonably practicable, to ensure the health, safety and welfare of its members and service users.

This Policy is to be used in conjunction with any relevant Risk Assessments.

The following areas should be considered when reviewing Health and Safety:-

- equipment safety (usage, storage and handling)
- substances safety (e.g. storage of cleaning chemicals)
- ensuring a healthy and safe workplace (see Safeguarding Policy)
- fire safety
- healthy and safe working environment (risk assessment(s) in place)
- provision of information, instruction, supervision and training, where relevant, to all members and service users
- any activities outside the bandroom (e.g. concerts)

These guidelines will focus on the bandroom environment and equipment. If the band rents a space for a rehearsal, concert, or other event, then the responsibility for some aspects of these guidelines falls to the owner of the venue. However, a risk assessment should still be carried out by the band, to ensure the environment is safe and fit for purpose. A copy of the venue's own risk assessment should also be requested.

Electrical Equipment

- Portable Appliance Testing (PAT) should be carried out annually and a record kept of these checks.
- Band members should complete a quick visual check when using an electrical item and report any problems to a committee member.
- Minimize the use of extension leads and multiple adaptors.
- Securely fasten trailing leads to reduce risk of entanglement or trips.
- Turn off electrical equipment when not in use.

Control of Substances Hazardous to Health (COSHH)

- Any chemicals should be recorded on a risk assessment, with reference to their labelling for protection required when using and storing.

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- Substances to be clearly labelled and stored in their original container
- Substances to be locked away. Consider environmentally friendly alternatives.

First Aid arrangements

- Appropriate and sufficient first aid equipment to be readily available.
- Appointed persons with first aid training to be present.
- Accident book/forms to be used. All reports to be kept securely.

Accompanying a child to hospital

- Where the situation is not an emergency, then ideally the parent/carer should be contacted to transport the child.
- In an emergency, dial 999 for an ambulance.
- Where possible, a responsible adult (preferably DBS checked) should accompany the child in the ambulance.
- In the event of the ambulance being delayed, then in extreme circumstances where a band member has to use their own vehicle, it would be best practice for two adults to travel with the child to hospital.

Fire safety/Emergency Procedures

- Ensure that there is access to a telephone at all times.
- All access and exit points to be kept free from obstructions.
- Fire extinguishers to be checked annually.
- Evacuation procedures to be developed and communicated to all.
- Fire safety precautions and procedures to be outlined in risk assessment.

Completing Risk Assessments

Risk assessments should be carried out both for the band room or other regular rehearsal space on an **annual basis** and for other places/events e.g. concert venues, the bandstand and parades **as and when required**.

When completing a risk assessment, the following should be taken into account:-

a) The physical environment.

This might be indoors or outdoors and include steps, stairs, slippery or uneven surfaces, lighting, suitability of storage areas/equipment, seasonal changes such as ice or snow and access to exits.

b) The activity taking place.

This may include moving, handling and transportation of equipment, fundraising activities, making refreshments, a concert, rehearsals, transportation of band members e.g. to contests.

c) The equipment being used

This may include instruments, music, stands, chairs, cleaning equipment and electrical appliances e.g. bandstand microphone.

d) Possible types of accidents.

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Consider slips, trips and falls, sunburn, road accidents, poisoning, electric shock, burns, choking and manual handling injuries.

The above lists are by no means exhaustive and all relevant aspects need to be considered and detailed on the risk assessment form.

If a risk assessment is for an outing or trip, it needs to include transport arrangements. Venues/events operated by a third party should have their own risk assessment and a copy/details of this should be obtained if possible and included in the band's own risk assessment to check that appropriate safety measures are in place.

Manual Handling

All band members should be aware of the dangers of lifting heavy objects and potential for associated injuries. Manual Handling should therefore be included in risk assessments.

Measures to reduce the risk of injury may include using trolleys, wheeled boxes or carrying straps where necessary. Consideration should be given to the minimum number of people required to move particularly heavy items and ensuring that any bag or container is fit for purpose and not overfilled.

Fire safety/Safeguarding of Personnel Registers

A register of personnel in attendance at rehearsals or events should be kept.

Insurance

The Band must be covered by Public Liability Insurance. A copy of the certificate should be displayed on the bandroom notice board.

Responsible person

Ideally, a named person will be responsible for ensuring adherence to this policy

In the absence of a named person responsible for Health & Safety, the Committee will have a collective responsibility.

This Health and Safety Policy should be reviewed annually