



### Health and Safety Commitments in Brass Bands

Aside from usually employing the Musical Director, Brass Bands are mainly run by volunteers and therefore may not consider themselves as employers. However Brass Bands 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. It is, therefore, necessary to consider these guidelines and adapt these considerations to your Band environment where practical.

- 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.
- The appointed committee member with responsibility for Health and Safety is \_\_\_\_\_

### Cheltenham Silver Band consider 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)
- 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.

These guidelines will focus on the band room environment and equipment, including substances. As we currently rent a space for rehearsal, the responsibility for some aspects of these guidelines falls to the owner. However, checks should still be in place to ensure the environment is safe. We undertake an annual review of the rehearsal space and also complete a risk assessment prior to each engagement outside the band room.

### Electricity in the Band Room

- Band members complete a quick check each time they use an electrical item and report problems such as loose wires, overheating etc.
- Where possible, we have annual Portable Appliance Testing (PAT) carried out by a qualified person.
- Minimize the use of extension leads and multiple adaptors
- Securely fasten leads to reduce the risk of entanglement or trips
- Turn off electrical equipment when not being used

### Control of Substances Hazardous to Health (COSHH)

- Any chemicals will be 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.
- Ensure substances are clearly labelled and stored in their original container.
- Keep substances locked away. We will consider using more environmentally friendly alternatives where possible.

### First Aid Arrangements

- Adequate “in date” first aid equipment suitable for the number of members and volunteers in the band
- Appointed people within the organisation with First Aid training
- A reporting procedure for accidents and “near misses” using an accident book or accident reporting forms. Information to be kept and stored securely in accordance with the Data Protection Act. These are available at the back of the signing in book.



### Accompanying Children to Hospital

- Ideally if the situation is not an emergency then the parent/carer should 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 allow another responsible adult, preferably a member who has a DBS check to accompany a child to hospital.
- It would not be 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.
- Include fire safety within the risk assessment 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
- An evacuation procedure considering emergency exits, assembly points and provision for vulnerable members

### Completing Risk Assessments

A risk assessment form should be completed taking in to account; the physical environment, the activities that take place, the equipment used and the different types of possible accidents.

The physical environment might include:

- Car park
- Steps and stairs
- Uneven surfaces
- Lighting
- Slippery floors
- Storage of equipment and personal belongings
- Seasonal changes – e.g. snow and ice, leaves
- Access to exits
- Transporting people to rehearsals and 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

# Cheltenham Silver Band

## Health and Safety Policy – August 2023



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 Committee member.

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

- Ensuring equipment is stored in a suitable bag, box or container that is fit for purpose. These should not be overfilled.
- Consider the minimum number of people required to move particular heavy objects (such as Timpanis)
- 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**

Cheltenham Silver Band are covered by Public Liability Insurance. A copy of the certificate is available upon request.