



Chalford Band - Health and Safety Policy

Throughout this document, the term 'band' or 'Chalford Band' means Chalford Senior Band, Chalford Academy Brass and Chalford Youth Band.

Policy statement

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

Responsibilities

The overall responsibility for the implementation of the Health and Safety Policy lies with the band committee. The band committee recognises 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 is reasonably practicable, for the safety of anyone who may be affected by the band's activities. Derrick Wits and Andy Godwin will co-ordinate Health and Safety matters.

Day to day responsibility for putting this policy into practice is delegated to playing committee members, those regularly in contact with players and attending rehearsals.

All band members have an individual responsibility for ensuring their own personal health and safety and that of others that may be affected by their acts. These responsibilities include:

- co-operating with the band committee
- not interfering with any equipment provided to safeguard their health and safety
- reporting to the band committee any risks to health and safety
- recording all accidents and incidents in the Accident Book.

The following areas will be considered when reviewing health and safety:

1. Safe equipment (usage, storage and handling)
2. Safe substances (e.g. storage of cleaning chemicals)
3. Safe and healthy workplace (see– Safeguarding and– Raising Concerns policy for more details)
4. Fire safety
5. Safe and healthy working environment (production of risk assessments)
6. Information, instruction, supervision and training (providing volunteers' and members' access to policies)
7. Activities outside the band room e.g. concerts.



Electricity in the band room

1. Ask band members to complete a quick check each time they use an electrical item and report problems such as loose wires, overheating etc. to a committee member
2. Carry out biennial Portable Appliance Testing (PAT) – if possible, use a qualified person to do this, or, at least, someone who has received some training in using the PAT testing equipment.
3. Minimize the use of extension leads and multiple adaptors.
4. Securely fasten leads to reduce the risk of entanglement or trips.
5. Turn off electrical equipment when not being used

Control of Substances Hazardous to Health (COSHH)

1. Any chemicals should 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.
2. Ensure substances are clearly labelled and stored in their original container.
3. Keep substances locked away. Consider using more environmentally friendly alternatives.

First aid arrangements

1. Adequate “in date” first aid equipment suitable for the number of members and volunteers in the band. A first aid box is provided and maintained.
2. Appointed people within the organisation with First Aid training. A list of these first aiders will be made known to all band members.
3. A reporting procedure for accidents and “near misses” using an accident book or accident reporting forms. The accident book is kept on site and is stored in a secure and lockable location. Records of accidents and incidents will be kept for at least 3 years.
4. A phone that can be used for getting help and contacting relevant individuals, if the need arises. Up to date emergency contact details are kept for all players and volunteers.
5. When giving first aid to under 18s which involves physical contact, the first aider should first explain what they need to do and then ask the child’s permission to go ahead before starting.

Accompanying children to hospital

1. Ideally if the situation is not an emergency, then the parent/carer should be contacted in order to take the child to hospital.
2. 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.
3. 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.



4. It would not be good practice for a band member to use their own vehicle to take a child to hospital unless advised to do so by medical services. This could happen in exceptional circumstances if, for example, emergency vehicles are delayed. In the unlikely event of this occurring it would be best practice for 2 adults to travel with the child.

Fire safety/emergency procedures

1. Access to a telephone is essential at all times, in case of an emergency.
2. Signage on fire exits should be easily visible and exits should be checked regularly for potential blocks or obstructions.
3. Include fire safety within the risk assessment; consider any high risk areas, the storage of combustible materials and what measures are in place, both to reduce risk in these areas and to combat fire, if necessary (e.g. fire blankets/extinguishers).
4. Fire extinguishers checked annually and included within risk assessment review; training on the use of fire extinguishers should be given – using the wrong extinguisher could make the situation worse.
5. An evacuation procedure should be developed, taking account of emergency exits, assembly points, fire wardens and provision for vulnerable members.
6. Fire drills should be carried out regularly, as if in an emergency; this should include the taking of a register

Completing risk assessments

A risk assessment form should be completed, taking into account; the physical environment, the activities that take place, any disabilities or mobility issues in respect of band members and others who may be present, the equipment used and the different types of possible accidents.

Risk assessments should be carried out, both for the normal, regular rehearsal space for the band (and reviewed annually) and for concert venues and other places and events outside the band's usual 'home'. If the band's normal rehearsal venue is used for a new type of event, again, a risk assessment should be carried out so that any new risks are taken account of and managed.

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 injury

A risk assessment form should be completed, considering the relevant aspects above by the band manager or nominated representative.

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/event to check that they have their own risk assessment and that appropriate safety measures are in place



This policy was last reviewed on: 31st July 2025

Signed: Derrick Witts - Chairman

Date: 31st May 2023

This policy will be reviewed **biennially**.

<u>Version</u>	<u>Date</u>	<u>Comments</u>	<u>Changes</u>
01	31/05/2023	Document created	None
02	16/06/2023	Document updated	Named H&S committee members
03	31/07/2024	Document reviewed and updated	Last reviewed date changed to 31/07/2024.
04	31/07/2025	Document reviewed and updated	Last reviewed date changed to 31/07/2025; review period changed to biennially; PAT testing changed to biennially.