

Denmead Brass - H&S Instructions for Members

Denmead Brass is committed to providing a healthy and safe environment for all those involved in the activities it organises, so far as is reasonably practicable

Day to day responsibility for putting this policy into practice is delegated to the Health and Safety Co-ordinator or an authorized nominee.

All band members have an individual responsibility for ensuring their own personal health and safety and that of their actions. This document provides additional guidance for Band Members.

General instructions/responsibilities.

Members must Comply with any safety instructions given to them.

Members must Co-operate with the committee to enable it to carry out its responsibilities successfully.

Members must not interfere with or wilfully misuse any item or equipment provided by the Band, or Community centre in the interests of health, safety and welfare.

Members must report to a committee at the earliest opportunity, injuries, accidents or any dangerous occurrences which might take place whilst undertaking band activities.

Whenever transport to a venue is arranged by the band, the safeguarding team will ensure juniors/vulnerable adults are supervised appropriately especially around roads/ car parks or other areas where traffic may cause a hazard. All band members to be mindful of road safety when carrying large/heavy equipment that may obstruct their vision, and of dark conditions.

For outdoor events members are advised to wear clothing appropriate for the weather such as waterproof jackets, hats, gloves, and footwear. They are also advised to use sun protection such as sunglasses and sun cream where applicable, and that this is the responsibility of individuals. Where practical the Events Manager will liaise with event organisers to arrange cover/shelter (for example, Marquee/bandstand).

Trip Hazards

Instrument cases and equipment must not be placed in a way that impedes access to fire exits or be placed in way that might create a trip hazard to others.

At Denmead community centre members should take care of the steps when carrying equipment through the rear doors of Ashling Hall and the storage building. Extra caution should be taken when carrying objects that may obscure your vision of the steps. Extra caution should be taken in wet weather as the entrance to Ashling Hall can become slippery.

Water from Instruments can result slippery surfaces within Ashling Hall, practice rooms, and at external venues. Members are to use cloths/towelling to absorb, floor to be checked & wiped if required at end of rehearsal and concerts.

When performing at venues with a stage soloists or performers required to stand in front or to the side of the band must familiarize themselves with extent of the available area and keep clear of the edges of the stage at all times.

Equipment Storage

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Apart from instruments in regular use by its members, band equipment and music folders are stored in the storage cages provided at Denmead community centre. All Equipment should be stored with care and in such a way as to avoid the risk of equipment falling.

When transporting equipment to external venues, care must be taken to eliminate the risk of equipment shifting unexpectedly and causing accident or injury.

Manual Handling

The band utilises a number of heavy items, (eg Stand Bags, Timpani, Boxes for Music Folder, Chairs etc), which need moving during the setup for rehearsal and concerts

Prior to moving any objects members should assess the weight to be carried and whether they can move the load safely or need any help from other members. Wheeled cases/equipment should be utilised whenever it is practical to do so.

When entering and exiting stages, band members must follow the guidance issued by any of the venue/organiser stewards, make use of handrails where provided and should avoid carrying large/heavy equipment upstairs without assistance.

Members are advised to refer to Appendix A which contains useful advice from the Health and Safety Executive on good lifting techniques.

Chairs should be moved in a sensible manner and no more than 4 at a time, using a wheeled trolley where applicable. Chairs must be stacked no more than 6 high.

Electrical Safety

The band does not currently provide any electrical equipment for use by its members.

Before using any portable electrical appliances provided by a venue, members should check cables, plugs and sockets for any obvious signs of damage. If damage is noticed members must not use the appliance, and it should be reported to the band's H&S co-ordinator.

Interval Refreshments

Food supplied, sold or provided outside of the family / domestic setting is currently subject to EU food law and must be safe to eat. Food must not be 'injurious to health' or 'unfit for human consumption'.

The band has several members and volunteers experienced at providing refreshments to the public, members that may be occasionally required to assist should seek guidance and follow any instructions provided by those that are more experienced.

Band members/volunteers providing refreshments are advised to follow the government guidance provided at <https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events>

Emergency Evacuation

The circumstances under which an emergency evacuation from premises may be required include fire, gas leak, flood, or any other situation which may be deemed to be potentially life-threatening or likely to add serious injury.

At no time should band members risk their lives: evacuate immediately and call the emergency services.

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To reduce the risk of fire, band members are to take reasonable precautions to prevent sources of ignition i.e. not covering heaters with equipment, not smoking inside indoor venues, extinguishing any outdoor cigarettes appropriately.

Denmead Community Centre - The following procedures must be observed:

- The alarm must be raised by ringing the bell located in the Main Foyer outside the Barn Green Room / Main Foyer Annexe Building.
- Once the alarm has sounded, the premises must be evacuated immediately. **NB: The Assembly point is in the lower car park by the School Lane pedestrian entrance to the grounds.**
- All possessions should be left behind, and all doors closed to prevent the possible spread of the hazard.
- The Manager and/or group organisers must check toilets/store rooms, etc. to make sure everyone has heard the alarm and left the building.
- A member of the safeguarding team will phone the appropriate emergency service i.e. the Fire Service, Police, Gas Emergency.
- Fire-fighting equipment may be used to tackle a fire but only if this can be done without risk of personal injury. If in doubt, leave it to the professionals.
- A member of the safeguarding team will assume sole responsibility for taking a roll call of the band's members.
- No-one will re-enter a building until it is deemed safe to do so by the Emergency Services.

Other Venues

- When attending venues not familiar to the band, members should on arrival ensure they take note of the emergency exits.
- The band's health and safety co-ordinator will liaise with the venue provider and brief the Band and audience of the emergency assembly areas and any other specific instructions for the venue.
- In the event of an evacuation, the safeguarding team will provide to any vulnerable band members, that may need supervision/ assistance

First-Aid

The Band has a separate well defined first aid policy which is available to all members.

The band's trained first aider is Kate Stapleford, Denmead Community Centre provide First aid kits and an accident reporting book. The band also has its own first aid kit and accident book for use when carrying out activities away from the community centre.

Sound safety

Denmead Brass takes the issue of protecting the hearing of members, volunteers and audience members seriously.

- There are open lines of communication for individuals to raise concerns about hearing.

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- Concerns will be taken seriously; the committee and Music Director will work with the individuals to find ways to minimise risk.
- The protection of our audience's hearing will be taken into account when designing stage and audience layout for concerts.

Appendix A - HSE Guidelines for lifting techniques

If you need to lift something manually

- Reduce the amount of twisting, stooping and reaching
- Avoid lifting from floor level or above shoulder height, especially heavy loads
- Adjust storage areas to minimise the need to carry out such movements
- Consider how you can minimise carrying distances
- Assess the weight to be carried and whether you can move the load safely or need any help – maybe the load can be broken down to smaller, lighter components

There are some simple things to do before and during the lift/carry:

- Remove obstructions from the route.
- For a long lift, plan to rest the load midway on a table or bench to change grip.
- Keep the load close to the waist. The load should be kept close to the body for as long as possible while lifting.
- Keep the heaviest side of the load next to the body.
- Adopt a stable position and make sure your feet are apart, with one leg slightly forward to maintain balance

Think before lifting/handling. Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.

Adopt a stable position. The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). Be prepared to move your feet during the lift to maintain your stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.

Get a good hold. Where possible, the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

Start in a good posture. At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

Don't flex the back any further while lifting. This can happen if the legs begin to straighten before starting to raise the load.

Keep the load close to the waist. Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.

Avoid twisting the back or leaning sideways, especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

Keep the head up when handling. Look ahead, not down at the load, once it has been held securely.

Move smoothly. The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

Don't lift or handle more than can be easily managed. There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.

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Put down, then adjust. If precise positioning of the load is necessary, put it down first, then slide it into the desired position.