

Denmead Brass Health and Safety Policy

Policy Statement

It is policy of Denmead Brass 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 and Safety Policies lies with the Bands Committee. The Committee recognise that they have a duty of care for 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 bands' activities.

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

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

- Co-operating with the committee and Health and 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

Background

Regular band activities include weekly rehearsals for Main and Training bands at the Denmead Community Hall, concerts organised by the Committee held at venues such as church, school and community halls, full band and small groups playing indoors and outdoors at paid engagements and charity events. In addition the Main and Training bands perform at contests and festivals both locally and further afield with rehearsals taking place at the contest and festival site. Small groups of players, sometimes combined main and training band members, play inside and outside for seasonal fundraising and promotion of Denmead Brass.

Policy implementation

Denmead Brass will:

- Bring the policy to the attention of all its volunteers
- Publish this policy on the Bands website
- Ensure band members and members of the public are aware of relevant emergency instructions at the premises and facilities used
- Appoint a Health and Safety Officer to implement this policy and its procedures.
- Take out and maintain adequate insurance to cover all possible liabilities.
- Maintain an accident book and first aid box
- Carry out appropriate risk assessments and take any action to minimise risk

Denmead Brass Health and Safety Policy

- Establish emergency action plans
- Ensure safe handling, use and storage of substances
- Identify and implement/report any maintenance required to its 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

Risk Assessments including fire risk assessments, should be carried out for all new activities, or when something changes and are subjected to an annual review. These assessments should be stored in the health and safety folder.

Incident Procedures

Evacuation (fire, etc)

The Health and Safety Officer should ensure that

- 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 by DCC 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 the band 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

Denmead Brass Health and Safety Policy

- The committee have been notified
- Volunteers know of what incidents are reportable to the Health and Safety Executive
- Records of accidents and incidents are kept for at least 3 years.

Training

Health and 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 organization. Job specific training for volunteers will be provided as required. Training records will be kept by the Health and Safety Officer.