



Health and Safety Policy

The person responsible for Health and Safety (H&S) for the band is Robert Morgan.

Action Plans

1. Fire Safety

The H&S representative will be responsible for checking fire extinguishers and emergency lighting to enable safe evacuation if a fire occurs. These will be checked every 12 months and a record kept of each inspection.

There are two doors to exit the band room and both can be used for evacuation if needed. The fire assembly area is the lower car park next to the main road.

2. Electrical Equipment

An electrical test will be carried out on the building's electric system with the results recorded and kept in a safe place. This test will be carried out every five years. All electrical equipment in the building will be PAT tested every two years and results recorded.

3. Insurance

The band has public liability insurance, a copy of which will be displayed in the band room with the policy renewed annually.

4. Environmental Risks

At the time of writing this policy no environmental concerns are evident within the band room or externally but if any occur a record will be kept.

5. First Aid

The band will appoint at least one person who can apply first aid in case of emergency and any accidents or near misses will be recorded in the accident book. Information will be kept and stored securely in accordance with the Data Protection Act. An adequate in date first aid box will be kept in the band room which will be easily accessible but out of reach of children.

- First Aiders - Senior Band: Nigel Galliot / Karen Thomas
- First Aider - Training Band: Andy Tooze

Accompanying children to hospital

If an incident occurs which requires a child to go to hospital, ideally, if the situation is not an emergency, then the parent/carer should be contacted in order to accompany the child.

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 unless advised to do so by a medical services. This could happen in exceptional circumstances if, for example, emergency vehicles are delayed. In unlikely event of this occurring it would be best practice for 2 adults to travel with the child.

6. General Band Room Condition

The H&S representative will regularly carry out visual checks on the building and keep a record of any concerns. Any work required should be recorded with timescales for the repairs to be carried out.

7. Risk Assessments

Risk assessments are carried out, both for the band room (and reviewed annually) and for concert venues and other places and events outside of the band room. All relevant paperwork will be produced and records kept securely. If a BOPA is required to cover children, this will be carried out in liaison with the Safeguarding Officer.

8. Manual handling

Members should be aware of heavy lifting especially with regard to percussion equipment and bags of music stands. All lifting should be carried out in the proper manner. Band members should be aware of the dangers of lifting heavy objects and the associated injuries. Manual handling is included in risk assessments.

9. COVID-19

The band committee and H&S representative should follow government guidelines at all times with regard to COVID-19 and any other diseases that may occur in the future.

10. Updates

This policy should be updated when and where necessary and H&S will be placed on the band committee meeting agenda. H&S is the responsibility of all band members and not just the designated officer and all members should be encouraged to operate in a safe manner.

Version History

1.0	Initial issue	22 July 2020
2.0	Review	03 January 2025
3.0	Further updates following committee meeting	09 February 2025