

1st Class Brass

Health and Safety Policy

Created: 14th January 2024

Last Updated: 29th May 2024



Health and Safety Officer: The Rev'd Canon Kate Moore

Introduction

1st Class Brass is committed to providing a healthy and safe environment for all those involved in the musical activities it organises.

- This includes but is not limited to members, guests, Musical Director, volunteers, supporters and members of the public.
- This includes but is not limited to rehearsals, concerts, work shops, social and fundraising events.

Responsibilities

- Overall responsibility for health and safety rests with the Committee of 1st Class Brass.
- Practical responsibility for health and safety at events and activities organised by 1st Class Brass rest with the Health & Safety Officer (HSO), currently The Rev'd Canon Kate Moore.

Statements of General Policy

(a) 1st Class Brass will seek to prevent accidents and cases of ill-health by managing the health and safety at events and activities it organises. Relevant risk assessments will be completed for events and activities. Where regular venues are used the risk assessment will be reviewed on an annual basis or sooner if required.

(b) 1st Class Brass will provide clear instructions and information to ensure that members, the Musical Director and volunteers are competent to do their work in a healthy and safe manner. Tasks performed by members to be risk assessed and appropriate instruction given (e.g. trip hazards, moving band equipment).

(c) 1st Class Brass will engage and consult with members, staff and volunteers on health and safety conditions. Members will be briefed on health and safety risk assessments for new venues / activities and updated on any changes in the risk assessment for regular venues / activities. Members should raise any health and safety concerns directly with the Health & Safety Officer or other member of the Committee.

(d) 1st Class Brass will implement emergency evacuation procedures in the event of fire or another significant incident. At least one individual will have responsibility for knowing the fire procedures for every engagement venue and for communicating them to all members of the band. All fire exits are clearly marked at the *St John's and Highwoods Community Centre* and their evacuation procedures can be found on page 4 of this document.

(e) 1st Class Brass will maintain safe and healthy conditions during band rehearsals and provide and maintain equipment (if appropriate). 1st Class Brass will ensure satisfactory health and safety conditions at hired venues and for hired equipment and will ensure that any equipment owned by 1st Class Brass will be stored safely. If any band member notices any item that is in disrepair at a venue where they are playing, they should report it to the band HSO, even if it is not an item owned by the band.

Electricity in the Band Room

- Ask band members to complete a quick check each time they use an electrical item and report problems such as loose wires, overheating etc.
- The annual Portable Appliance Testing (PAT) in the regular rehearsal space is the responsibility of *St John's and Highwoods Community Centre*.
- 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.

Accompanying Children to Hospital

- Ideally if the situation is not an emergency, then the parent / carer should be contacted in order for them 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 the unlikely event of this occurring, it would be best practice for two adults to travel with the child).

First Aid

1st Class Brass will ensure they are aware of First Aid procedures, kits and equipment at engagement venues. 1st Class Brass will ensure that within the band, there are members with First Aid experience. Where appropriate (e.g. for larger events) 1st Class Brass will train members or volunteers in First Aid or work with professional First Aid organisations.

Sound Safety

1st Class Brass takes the responsibility of protecting the hearing of members, staff, volunteers and audience members seriously. We will:

- Ensure there are open lines of communication for individuals to raise concerns about hearing.
- Take concerns seriously; the Committee and Musical Director will work with the individuals to find ways to minimise risk.
- Take into account the protection of our audience's hearing when designing stage and audience layout for concerts.

Manual Handling

Band members should be made aware of the dangers of lifting heavy objects and the associated injuries. Manual handling should 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 particularly heavy objects.
- 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

1st Class Brass is covered by Public Liability Insurance. As 1st Class Brass uses a rented space for rehearsals a copy of the certificate cannot be displayed in the rehearsal room, however the HSO and Band Chairperson hold a copy.

Fire Evacuation Procedure

In the event of a fire, the person in charge of the Centre or function will instruct all persons to leave the building the nearest available exit.

CALL THE FIRE BRIGADE

The nearest public telephone is adjacent to the bus shelter nearest the Centre.

DIAL 999 AND GIVE THIS ADDRESS

St John's and Highwoods Community Centre, Highwoods Square, Colchester CO4 9SR

Attendants should ensure that once the Centre has been evacuated, members of the public DO NOT re-enter the building to collect personal belongings etc.

On the arrival of the Fire Brigade, the person in charge of the hall or event at the time, should report to the Officer in Charge that all persons are safe, or should inform him/her of their last known position.

Attendants should only attempt to extinguish the outbreak using the fire appliances provided only if it considered safe to do so.