



CITY OF BIRMINGHAM  
BRASS BAND

**Health and Safety Policy**

# Health and Safety Policy



## Background

The Health & Safety at Work Act (1974) is the main piece of legislation governing health and safety at work. It places a duty upon employers to ensure the general health and safety of their employees as well as volunteers and members of the public using services provided by the employer.

Although brass bands are mainly run by volunteers and therefore may not consider themselves as employers, they are still considered to have a 'duty of care', under civil law, to those who are employed, work as volunteers and to those who use their services.

City of Birmingham Brass Band is committed to taking all necessary steps, insofar as it is reasonably practicable, to ensure the health, safety and welfare of its members and service users. However, members, service users and contractors also have a responsibility to identify risks and highlight these to the committee to consider and rectify, and to take reasonable steps to ensure that they and those around them are protected from unnecessary risks.

This Policy is to be used in conjunction with any relevant Risk Assessments. The following areas should be considered when reviewing Health and Safety:

- Infectious diseases
- Electrical equipment safety
- Substances safety
- Healthy and safe workplace
- Fire safety
- Provision of information, instruction, supervision and training, where relevant, to all members and service users
- Activities outside the band room (e.g. concerts)

These guidelines will focus on the band room environment and equipment. If the band rents a space for a rehearsal, concert, or other event, then the responsibility for some aspects of these guidelines falls to the owner of the venue. However, a risk assessment should still be carried out by the band, to ensure the environment is safe and fit for purpose. A copy of the venue's own risk assessment should also be requested.

This Health and Safety Policy should be reviewed at least annually.

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## Policy

### *Infectious Diseases*

This policy replaces any previous policies in relation to infectious diseases (including the Covid-19 policy).

Band members who have an infectious disease should take reasonable steps to follow local and national guidance in relation to the particular disease in question.

There is no requirement for anyone to isolate themselves from other members of the band as a result of an infectious disease, or to inform the committee or other members of the band, unless national guidance would suggest this is either necessary or best practice.

Attendees should use their own discretion as to whether they attend a rehearsal, concert, contest etc. and may consider the following, although this is not an exhaustive list:

- Is the risk to others reasonable and manageable?
- Would you go to a workplace?
- Are you too unwell to safely attend?
- How important is it that you are there? (e.g. a contest might be seen as more important than a rehearsal with no event upcoming).

Although it is not necessary to inform a committee member, if you are unsure if you should attend having followed the guidance then you may wish to discuss this with a committee member.

The committee will continue to review the overall risk to the band based on the wider community and risk factors and take reasonable precautions to reduce the risk to as low a level as reasonably possible. This may include, but is not limited to or always required, improving ventilation during periods of higher risk (e.g. winter) by turning on fans or opening windows.

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## ***Smoking and Vaping***

Smoking and vaping are not permitted in any part of the band room building. Smoking and vaping is permitted outside the band room building but should be conducted away from doorways and windows through which smoke or vapours may enter and cause a nuisance to those in the building.

The same guidance should be followed when representing the band at other venues, taking into account any local policies.

## ***Electrical Equipment***

It would be best practice for Portable Appliance Testing (PAT) to be carried out regularly and a record kept of these checks, along with periodic servicing of the band hall circuits, although these are not an explicit requirement.

In addition:

- Band members should complete a quick check when using an electrical item and report any problems to a committee member.
- Minimise the use of extension leads and multiple adaptors.
- Securely fasten trailing leads to reduce risk of entanglement or trips.
- Turn off electrical equipment when not in use.

## ***Control of Substances Hazardous to Health (COSHH)***

- Any chemicals should be recorded on a risk assessment, with reference to their labelling for protection required when using and storing (e.g. gloves, masks etc.). For this information see labelling.
- Substances to be clearly labelled and stored in their original container.
- Keep substances locked away. Consider using more environmentally friendly alternatives.

## ***First Aid arrangements***

- Adequate "in date" first aid equipment suitable for the number of members and volunteers in the band.
- Appointed people within the organisation with First Aid training.
- A reporting procedure for accidents and "near misses" using an accident book or

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accident reporting forms. Information to be kept and stored securely in accordance with the Data Protection Act.

- A phone that can be used for getting help and contacting relevant individuals, if the need arises.

## ***Accompanying a child to hospital***

- Ideally if the situation is not an emergency then the parent/carer should be contacted in order 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 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.

## ***Fire safety/Emergency Procedures***

- In an emergency, dial 999 for the fire service.
- All access and exit points to be kept free from obstructions.
- Fire extinguishers to be checked annually (where these are the responsibility of the Band). For the band room, fire extinguishers will be the responsibility of Selly Park Tavern.
- Evacuation procedures for the band room are to be set out in the Band Welcome Information. For external venues, follow local evacuation procedures.
- Smoke alarms to be placed in relevant parts of the building (where these are the responsibility of the Band). For the band room, smoke alarms and fire prevention systems will be the responsibility of Selly Park Tavern..
- Fire safety precautions and procedures to be outlined in risk assessment.

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## ***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
- Transporting people to rehearsals/concerts/contests
- Access to exits
- 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:

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- 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 injuries

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.

## ***Manual Handling and Working at Height***

Band members should be aware of the dangers of lifting heavy objects and working at height, and the associated injuries. Manual handling and working at height 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 (e.g. timpani)
- Using trolleys, barrows or carrying straps where necessary
- Having people supported when working at height

Typical potential hazards that have been identified are:

- Carrying instruments
- Lifting music and equipment from high shelves in store cupboard
- Carrying chairs and tables

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- Carrying PA equipment
- Loading vehicles for concerts and events

## ***Insurance***

The Band must be covered by Public Liability Insurance.

## ***Responsible person***

The committee is collectively responsible for Health & Safety, including reviews of this policy and any risk assessments.

## **Reviews and Training**

Health and safety will be a standing item on the agenda for the committee to consider any incidents, risks, or issues on a regular basis. If these regular reviews identify a risk which needs to be managed the risk register should be reviewed, suitable action taken and the risk reduced as soon as practical.

Reducing the risk may require training, guidance or instructions to be updated or put in place and the committee shall consider this as a response to any new health and safety risk.