



BandSafe 7: A Health and Safety Plan

Health and Safety Guidelines Bands

This checklist will help all bands be aware of the sort of risks that a typical band will face and how to address them through robust procedures and policies. Use this document along with BandSafe 6: Risk Assessments to create a robust set of policies and procedures that are tailored to your particular needs and situation.

Health and Safety Commitments in Brass Bands

Aside from usually employing the Musical Director, Brass Bands are mainly run by volunteers and therefore may not consider themselves as employers. However Brass Bands are still considered to have a “duty of care”, under civil law, to those who are employed, work as volunteers and those who use their services. It is, therefore, necessary to consider these guidelines and adapt these considerations to your Band environment where practical.

- The Health and Safety at Work Act 1974 is the main piece of legislation governing Health and Safety at work. It places a duty on 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.
- It is recommended that bands should have an appointed person with responsibility for health and safety issues.

Brass Bands should consider the following areas when reviewing Health and Safety.

- Safe equipment (Usage, storage and handling)
- Safe substances (e.g. storage of cleaning chemicals)
- Safe and Healthy workplace (See Safeguarding procedures and Whistle Blowing Policy)
- Safe and Healthy Working Environment (Production of Risk Assessments)
- Information, instruction, supervision and training (Providing volunteers and members access to policies)
- Activities outside the band room e.g. concerts.

These guidelines will focus on the band room environment and equipment, including substances. If the band rents a space for rehearsal, the responsibility for some aspects of these guidelines falls to the owner. However, checks should still be in place to ensure the environment is safe. For example, the band should ask for a copy of the venue’s risk



assessment. It is still important to undertake a Health and Safety review and complete Risk Assessments for activities both within and outside of the band room.

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.
- If possible, have annual Portable Appliance Testing (PAT) carried out by a qualified person.
- 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

Control of Substances Hazardous to Health (COSHH)

- Any chemicals should be recorded on a risk assessment stating how they are stored and details of protection required when using (e.g. gloves, masks etc.) For this information see labelling.
- Ensure substances are 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 accident reporting forms. Information to be kept and stored securely in accordance with the Data Protection Act.

Accompanying Children 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, however in extreme circumstances (such as the emergency vehicle being delayed) the child’s medical status must come first. In unlikely event of this occurring it would be best practice for 2 adults to travel with the child.)



Fire Safety / Emergency procedures

- Access to a telephone is essential at all times, in case of emergency.
- Include fire safety within the risk assessment considering high risk areas and the storage of combustible material and what measures are in place (i.e. Fire Blankets / Extinguishers)
- Fire Extinguishers to be checked annually and included within risk assessment review
- An evacuation procedure considering emergency exits, assembly points and provision for vulnerable members

Completing Risk Assessments

A risk assessment form should be completed taking in to account; the physical environment, the activities that take place, the equipment used and the different types of possible accidents.

The physical environment might include:

- Car park
- Steps and stairs
- Uneven surfaces
- Lighting
- Slippery floors
- Storage of equipment and personal belongings
- Seasonal changes – e.g. snow and ice, leaves
- Access to exits
- Transporting people to rehearsals and concerts / contests
- 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:

- 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

A risk assessment form should be completed considering the relevant aspects above by a person (probably a committee member) that is declared responsible for Health and Safety.

Please see BandSafe 6: Risk Assessments for further help in identifying and rating risks.

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 particular heavy objects (such as Timpanis)
- 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

All bands must be covered by Public Liability Insurance. A copy of the certificate should be displayed in the rehearsal room.

What to do now? A Process For Putting a Health and Safety Plan in Place

1. Identify a named person responsible for Health and Safety within the band.
2. Undertake a review of Health and Safety within the band room and compile a Health and Safety Action Plan. This plan should include but is not limited to;
 - a. An agreed fire evacuation plan
 - b. A list of equipment that requires checking and when these checks are due to be made. This may include boiler services, fire extinguishers, PAT testing. You may also wish to include details of insurance and when this should be renewed.
 - c. Risk Assessments for both the environment and the activities that take place (both within and outside the band room)
 - d. Any key actions that have arisen from the review (these should be named in the Risk Assessments) which require urgent attention, how these are going to be resolved, by whom and a timescale.
3. Set a date for a further review. It may be appropriate to have Health and Safety as a regular item on the committee agenda and for the person with designated responsibility for Health and Safety to give a regular update.



Health and Safety Plan – Durham Miners’ Association Brass Band

Safe equipment (Usage, storage and handling)

Manual Handling

Stands in the bandroom are stored in individual boxes. These boxes are stacked safely on a shelf in the main cupboard.

Stands for taking to concerts are carried in sturdy canvas bags. These should not be overfilled.

Moving percussion – there should be minimum of two people to move Timpani. They should be moved using the lift if transport out of the building is required. The 30” Timpanum will need to be carried down the stairs and this should always be carried by 3 people who have received the training on how to do this safely. Xylophone and Vibraphone requires 4 people – one at each corner.

A trolley is available to carry heavy equipment into and out of the lift and to transport to a suitable vehicle.

When setting up and clearing the room for practice, chairs and stands should be moved one at a time.

Players carrying heavy instruments are advised to use the lift.

Loading vehicles for concerts and events should be carried out by a minimum of 4 people. Where possible a van with a tailgate than can be lowered should be used

Safe and Healthy workplace (See Safeguarding procedures and Whistle Blowing Policy)

Safe and Healthy Working Environment (See Risk Assessments) A copy of the Risk assessment for the Robin Todd Centre is available

Information, instruction, supervision and training (See Policies, available in file in main cupboard or in Facebook group files)

Activities outside the band room e.g. concerts.(See individual Risk Assessments)

Fire Evacuation – players are made aware of the Fire Evacuation procedures for the Robin Todd Centre. All fire exits are clearly marked.



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Checking equipment

Photocopier – serviced by an external provider

Instruments – players are responsible for checking their own instruments and reporting any faults to the committee.

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