

HEALTH AND SAFETY POLICY

Issue 1 February 2018

1. Statement of General Policy

This is the Health and Safety Policy Statement of Amersham Band, in accordance with the Health and Safety at Work Act 1974.

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our activities
- to consult with our members on matters affecting their health and safety
- to provide and maintain safe instruments and equipment
- to provide information and instruction for members;
- to prevent accidents;
- to maintain safe and healthy conditions at rehearsals and performance venues; and
- to review and revise this policy as necessary at regular intervals.

2. Responsibilities

The overall and final responsibility for health and safety is that of the Trustees of Amersham Band.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Amersham Band Committee Members and the Welfare Officer(s). However, to ensure health and safety standards are maintained all band members have to:

- co-operate with supervisors and the band's musical directors on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

3. Health and safety risks arising from our activities

Risk assessments will be undertaken by the Committee. The findings of the risk assessments will be reported to the Board of Trustees. Any action required to remove or control risks will be reported to the Welfare Officer(s) who will be responsible for ensuring the action required is implemented. The Trustees will check that the implemented actions have removed or reduced the risks.

A generic risk assessment for band rehearsals will be carried out and reviewed from time to time.

Additional risk assessments may be needed for performances or activities at other venues and these will be carried out on a case by case basis.

4. Safe instruments and equipment.

The Committee will be responsible for identifying any instruments considered to be unsafe and all equipment needing maintenance ; they may decide to delegate this responsibility to a specific individual. The Chairman will be responsible for ensuring that all identified maintenance is implemented. Any problems found with equipment should be reported to a member of the Committee.

5. Safe handling and use of substances

Amersham Band does not currently use or store any substances which need a COSHH assessment.

6. Information, instruction and supervision

The Health and Safety Policy is held in the membership handbook and is available from the members area of the band website at www.amershamband.com/members

Health and safety advice is available from the Welfare Officer(s)

Supervision of band members during rehearsals and events will be undertaken by Committee Members present and/or the Welfare Officer(s). Any unsafe activities or practices will be dealt with immediately.

7. Accidents and first aid

There is a first aid box available in the bandroom.
There is a register of band members trained in first aid.
All accidents are to be recorded in the accident book.

8. Monitoring

To check our activities, and to ensure that safe practices are being followed, we will carry out inspections and spot checks and investigate any accidents that occur.

The Committee is responsible for investigating accidents and recommending actions required to prevent or reduce risks of a recurrence.

The Trustees are responsible for checking that any actions required have been carried out.

9. Emergency procedures

Fire and evacuation. Fire risk assessments and the emergency procedures are the responsibility of the venue that the band is using. For each venue, a member of the Committee, or Musical Director will check the procedures and where appropriate will give safety instructions to band members and audiences.

10. Document History

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| 23 February 2018 | Draft Policy reviewed Amersham Band Committee Meeting |
| 24 February 2018 | Issue 1 |

Amersham Band - Risk Assessment Form

| | |
|-----------|--|
| Location: | |
| Activity: | |

| | |
|--------------------|--|
| Risks assessed by | |
| Date of Assessment | |

| No. | Potential Hazard | Who is at risk | Risk Rating | Measures to control risks |
|-----|------------------|----------------|-------------|---------------------------|
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Completed Risk Assessment Forms shall be reviewed by the Amersham Band Committee