

HEALTH AND SAFETY POLICY

Issue 3 February 2026

1. Introduction and Scope

Amersham Band is committed to providing a healthy and safe environment for all those involved in the activities that it organises.

- This includes but is not limited to; Members, Musical Directors, Volunteers and members of the public.
- This includes but is not limited to; rehearsals, performances and fundraising events.

2. Statement of General Policy

Amersham Band's 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.

3. Responsibilities

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

The Amersham Band Committee is responsible for supervising the implementation of this policy

Individual Band Managers are responsible for health and safety at events and activities organised by each of the individual groups and bands within Amersham Band and for complying with the requirements of this policy.

All band Members are responsible for:

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

4. Policies and Procedures

Amersham Band shall seek to prevent accidents and cases of ill-health by managing the health and safety and reducing risks at events and activities it organises.

The band's Health and Safety Officer shall refer to the Health and Safety Executive 'Checklist for Village and Community Halls' in order to ensure compliance with Health and Safety law relating to non-domestic properties.

4.1 Risk Assessments

The band's Health and Safety Officer shall carry out generic risk assessments for the following:

- a. the bandhall
- b. the car park
- c. concerts and events organised by the band
- d. band performances at events organised by third parties.

The band's Health and Safety Officer shall carry out a review of these generic risk assessments every two years, updating the assessments as required and reporting actions required to the Trustees of Amersham Band. The Trustees shall check that the implemented actions have removed or reduced the risks.

Additional risk assessments may be needed for specific performances or activities at other venues and these shall be carried out on a case-by-case basis by a responsible person in the individual band concerned, with assistance from the Health and Safety Officer.

4.2 Information, Instruction and Supervision

Amersham Band shall provide clear instructions and information to ensure that Members, Musical Directors and Volunteers are competent to do their work in a healthy and safe manner.

Amersham Band's Health and Safety Policy is available from the members area of the band website at www.amershamband.com/how-we-work/members-area.

Health and safety advice is also available from the band's Health and Safety Officer.

Supervision of band Members during rehearsals and events shall be undertaken by Musical Directors, Band Managers or Committee Members present and/or the Health and Safety Officer, with any unsafe activities or practices to be dealt with immediately.

Amersham Band shall engage and consult with Members, Musical Directors and Volunteers on health and safety conditions.

Individual Band managers shall brief Members, Musical Directors and Volunteers on health and safety risk assessments for new venues/activities and update the Health and Safety Officer on any changes in risk assessment for regular venues/activities.

Members, Musical Directors and Volunteers are to raise health and safety concerns with their individual band managers and any issues that cannot be resolved are to be escalated to the band's Health & Safety Officer.

4.3 Safe instruments and Equipment

Amersham Band shall maintain arrangements for the safe storage of instruments and equipment.

Members shall be instructed on the safe use of equipment, as required.

Band managers shall ensure that satisfactory safety arrangements are made for equipment storage at hired venues and for any hired equipment.

The Amersham Band Property Officer shall carry out supervision of the storeroom, ensuring that users keep tidy and are aware of safe storage requirements for any equipment owned by Amersham Band.

4.4 Safe handling and use of substances

Cleaning products are to be stored safely and used in well-ventilated areas, with protective gloves made available for use when handling.

4.5 Fire risk assessments and emergency procedures

Amersham Band shall maintain a Fire Emergency Plan for the bandroom

The Health and Safety Officer shall carry out a weekly test of the fire alarm, or arrange delegation to a deputy.

The Property Officer shall arrange regular inspection and maintenance of the bandroom fire safety equipment, emergency lights, fire extinguishers and fire alarms.

Amersham Band shall implement emergency procedures – evacuation in case of fire or another significant incident.

Fire risk assessments and emergency procedures are the responsibility of any third-party external venue that the band is using. For each venue, the Band Managers for individual groups are to ensure that at least one individual is responsible for knowing fire evacuation procedures for hired venues and for communicating them to band Members and audiences.

4.6 Accidents and First Aid

Amersham Band's Health and Safety Officer shall maintain a log of experienced First Aiders, ensuring that a qualified person is present at larger events.

Amersham Band's Health and Safety Officer shall ensure that individual bands and groups have appointed person(s) designated to take charge if there is an incident at a rehearsal or performance, if only to call for assistance or emergency services if required.

All accidents shall be recorded in the accident book, with any logged the information kept and stored securely and confidentially in accordance with the General Data Protection Regulations (GDPR).

4.7 Sound safety

It is the responsibility of band members and Musical Directors to avoid creating excessive noise and to take precautions to protect hearing. A sound level decibel meter is provided in the bandroom to check sound levels. The risk of hearing damage shall be mitigated by;

- Providing advice to Members on protecting hearing during rehearsals and concerts;
- Ensuring there are open lines of communication for individuals to raise concerns about noise levels and hearing;
- Taking concerns seriously; the management team of each individual band or group within the organisation and Musical Directors shall work with the individuals to find ways to minimise risk, with unresolved concerns escalated to Amersham Band's Health and Safety Officer; and by
- Taking into account the protection of our audience's hearing when designing stage and audience layout for performances.

5. Document History

23 February 2018	Draft Policy reviewed Amersham Band Committee Meeting
24 February 2018	Issue 1
21 June 2025	Issue 2. Text added to Section 3 to state that risk assessments should be reviewed every two years.
5 February 2026	Issue 3. Updated and section on hearing protection added