Health and Safety Plan

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.

Burbage Band is committed to taking all necessary steps, insofar as it is reasonably practicable, to ensure the health, safety and welfare of it’s members and service users. We will review this plan each year and bring any issues to the attention of the committee throughout the year.

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.

Band members should bring any health and safety concerns to the attention of the band’s committee at the earliest opportunity.

Burbage Band considers the following areas when reviewing the health and safety plan.

• Safe equipment (usage, storage and handling)

• Safe substances (e.g. storage of cleaning chemicals)

• Safe and healthy workplace and environment (see Safeguarding and Whistle-blowing policies for more details)

• Fire safety

• Information, instruction, supervision and training (providing volunteers’ and members’ access to policies)

• Activities outside the band room e.g. concerts.

Health and safety

Electricity in the band room

• Band members to complete a quick check each time they use an electrical item and report problems such as loose wires, overheating etc. to the committee.

• Carry out annual Portable Appliance Testing (PAT) – if possible, use a qualified person to do this, or, at least, someone who has received some training in using the PAT testing equipment.

• 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 stored safely and where possible low health risk cleaning products used.

• Ensure substances are clearly labelled and stored in their original container.

• Keep dangerous substances locked away.

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 unless advised to do so by 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

• Access to a telephone is essential at all times, in case of an emergency. (Most band members carry a mobile phone)

• Signage on fire exits should be easily visible and exits should be checked regularly for potential blocks or obstructions.

• Include fire safety within the risk assessment; consider any high risk areas, the storage of combustible materials and what measures are in place, both to reduce risk in these areas and to combat fire, if necessary (e.g. fire blankets/extinguishers).

• Fire extinguishers checked annually and included within risk assessment review.

• An evacuation procedure should be developed, taking account of emergency exits, assembly points, and provision for vulnerable members.

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 as and when required.

The physical environment might include:

• Uneven surfaces

• Lighting

• Slippery floors

• Storage of equipment/personal belongings

• Seasonal changes; e.g.snow and ice, leaves

• Access to exits

• Transporting people to rehearsals/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

• 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

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 (e.g. timpani);

• 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.

Transportation of young players to concerts –

The band has a Duty of Care to support young players and those with additional needs at a band concert, should their parents not be in attendance. In this instance the following should be considered

• Young people should be supervised during the event. In the first instance the parent should be supervising their child throughout the transportation and event. If the parent is not in attendance they should arrange suitable supervision. The person or persons responsible for supervision (usually the band welfare officer or deputy welfare officer) should be safely recruited for this role (including a DBS check and other appropriate safeguarding measures) and be made aware of any specific needs (including dietary) or medical conditions of the young people (it is the parent/carers responsibility to make the welfare officer aware of any specific needs)

• It may be required to gain parental permission for the young player to attend the event, if it is outside the normal activities agreed to on the membership form.

• Group transport should conform to the legal requirements including rest times, numeric capacity of the vehicle and seat belts. Considerations should also be taken in relation to breakdown and recovery.

• Pick up and drop off points should be agreed and emergency contact information held.

• Provision of information to the young player and their parent/carer prior to the event.

Young member going missing from a normal rehearsal or concert

This guidance refers to main band members only. Training band members are expected to be transported to and from venues and fully supervised at all times by their parents/carers.

1. Inform the Welfare Officer, who should normally be present.

2. Calmly ask everyone else present if they can remember when they last saw the child and what were the exact circumstances.

3. Continue with the rehearsal so that others are occupied and kept calm.

4. At the same time, one or more adults should undertake a search of the premises. This should be done quickly but methodically, searching in all cupboards, washrooms etc. If the child cannot be found, extend the search to the immediate outside area of the premises.

5. If the child still cannot be found, and if they live nearby and their address is known, it may be helpful to check their route home to see if they have left.

6. At the same time, the senior person present should contact the child's home to see if they have arrived there. If they have not, inform their parents/carers of the situation; they should be reassured as much as possible but asked to come down to the band venue. If possible, someone should remain at home in case the child arrives there and also to attend to the needs of any other family members.

7. The police should be informed and the band should cooperate fully with any investigation that takes place.

8. A full record should be made of the incident and the band should conduct a review.

Annual Checks

1 - 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;

2. 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 annual review.

This policy was last reviewed and adopted in September 2026.