



Chapter 7: Health and Safety

1 Overview

This checklist will help Swineshead Silver Band to be aware of the sort of risks that it faces and how to address them through robust procedures and policies. This chapter should be used in conjunction with Chapter 6: Risk assessments to ensure that robust procedures that are in place. It should be noted that this checklist and risk assessment template do not include any reference to additional measures that may need to be put in place to control risk linked to exceptional issues, such as the Covid-19 Pandemic. In such situations, Swineshead Silver Band will adhere to regulations and guidance issued at the time.

2 Health and safety commitments in brass bands

Aside from employing the Musical Director, Swineshead Silver Band is run by volunteers. 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. Swineshead Silver Band therefore have a commitment to health and safety and will ensure that a Band Health and Safety Plan is reviewed annually and, together with our risk assessment and notes of any significant incidents, brought to the attention of the Band Committee for signing off.

The Health and Safety at Work Act (1974) places a duty on Swineshead Silver Band to ensure the general health and safety of their employees, as well as volunteers and members of the public using services provided by the band.

Swineshead Silver Band has appointed a committee member person with responsibility for health and safety issues detailed in Document 1.1 Executive Committee and Appointed Officers table Swineshead Silver Band appointed officers contact details. This person is responsible for the written Band Health and Safety Plan.

The Swineshead Silver Band Health and Safety Plan will 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
- Fire safety
- 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.



Bandbook

3 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. to the health and safety officer.
- 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 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 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.)



Bandbook

4 Fire safety/emergency procedures

- 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; training on the use of fire extinguishers should be given – using the wrong extinguisher could make the situation worse.
- An evacuation procedure should be developed, taking account of emergency exits, assembly points, fire wardens and provision for vulnerable members.
- Fire drills should be carried out regularly, as if in an emergency; this should include the taking of a register.

5 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 | • Transporting people to rehearsals/concerts/contests |
| • Steps and stairs | • Moving and handling equipment |
| • Uneven surfaces | • Playing concerts outside |
| • Lighting | • Rehearsals, sectionals and one-to-one tuition |
| • Slippery floors | • Fundraising activities |
| • Storage of equipment/ personal belongings | • Making refreshments |
| • Seasonal changes; e.g. snow and ice, leaves | • Cleaning/DIY work in the band room |
| • Access to exits | • Social activities |
| | • Concerts for which the band is responsible for the audience |

The equipment might include:

- | | |
|----------------------|--|
| • Instruments | • Catering equipment |
| • Music | • Electrical appliances |
| • Stands | • Gas appliances, such central heating boilers |
| • Chairs | • Office equipment |
| • Cleaning equipment | |



Swineshead Silver Band



Bandbook

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 the band health and safety officer. 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.

6 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.

7 Insurance

Swineshead Silver Band is covered by Public Liability Insurance. A copy of the certificate is displayed in the rehearsal room.

8 Training and information issues

The appointed Health and Safety Officer will ensure that all relevant band members are informed of any training requirements and that training is up to date. This may include Health and Safety, First Aid training.



9 Action Plan

1. The appointed Health and Safety Officer is responsible for putting a Health and Safety Plan in place. This comprises a review of health and safety within the band room and completed 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, portable appliance testing (PAT).
- c) 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).

2. All key actions that have arisen from the review should be named in the risk assessments where they require urgent attention, with mitigation, timescale and owners.

3. Dates for a further review.

Date approved: 09Sep2025

Due for review: 09Sep2027