



Band Tref Pontardulais Pontardulais Town Band



Health and Safety Guidelines

1. PTB has 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.

1. 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.
2. It is recommended that bands should have an appointed person with responsibility for health and safety issues. The name and contact details of this person (normally a committee member) should be included in the written health and safety plan and care should be taken to ensure that band members know whom they should speak to if they have health and safety concerns.

2. PTB should consider the following areas when reviewing health and safety.

1. Safe equipment (usage, storage and handling)
2. Safe substances (e.g. storage of cleaning chemicals)
3. Safe and healthy workplace (see– Safeguarding and– Raising Concerns policy for more details)
4. Fire safety
5. Safe and healthy working environment (production of risk assessments)
6. Information, instruction, supervision and training (providing volunteers’ and members’ access to policies)
7. Activities outside the band room e.g. concerts.

3. Electricity in the band room

1. 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.
2. 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.
3. Minimize the use of extension leads and multiple adaptors.
4. Securely fasten leads to reduce the risk of entanglement or trips.
5. Turn off electrical equipment when not being used.

4. Control of Substances Hazardous to Health (COSHH)

1. 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.
2. Ensure substances are clearly labelled and stored in their original container.
3. Keep substances locked away. Consider using more environmentally friendly alternatives.

5. First aid arrangements

1. Adequate "in date" first aid equipment suitable for the number of members and volunteers in the band.
2. Appointed people within the organisation with First Aid training.
3. 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.
4. A phone that can be used for getting help and contacting relevant individuals, if the need arises.

6. Accompanying children to hospital

1. Ideally if the situation is not an emergency, then the parent/carer should be contacted in order to take the child to hospital.
2. 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.
3. 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.
4. 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 the unlikely event of this occurring it would be best practice for 2 adults to travel with the child.)

7. Fire safety/emergency procedures

1. Access to a telephone is essential at all times, in case of an emergency.
2. Signage on fire exits should be easily visible and exits should be checked regularly for potential blocks or obstructions.
3. 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).
4. 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.
5. An evacuation procedure should be developed, taking account of emergency exits, assembly points, fire wardens and provision for vulnerable members.
6. Fire drills should be carried out regularly, as if in an emergency; this should include the taking of a register.

8. 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
- Steps and stairs
- 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
- 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 injury

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.