

Health & Safety Policy



Health and Safety policy

Introduction

Comber Brass is committed to providing a healthy and safe environment for all those involved in the musical activities it organises.

- This includes but is not limited to members, guests, Musical Director, volunteers and members of the public.
- This includes but is not limited to rehearsals, concerts and fundraising events.

Responsibilities

- Overall responsibility for health and safety rests with the Committee of Comber Brass.
- Practical responsibility for health and safety at events and activities organised by Comber Brass rests with the Health & Safety Officer, currently Granville Lavin.

Statements of General Policy

(a) Comber Brass will seek to prevent accidents and cases of ill-health by managing the health and safety at events and activities it organises. Relevant risk assessments will be completed for events and activities. Where regular venues are used the risk assessment will be reviewed on an annual basis or sooner if required.

(b) Comber Brass will provide clear instructions and information to ensure that members, staff and volunteers are competent to do their work in a healthy and safe manner. Tasks performed by members to be risk assessed and appropriate instruction given (e.g. trip hazards, moving band equipment).

(c) Comber Brass will engage and consult with members, staff and volunteers on health and safety conditions. Members will be briefed on health and safety risk assessments for new venues / activities and updated on any changes in the risk assessment for regular venues / activities. Members should raise any health and safety concerns directly with the Health & Safety Officer or other member of the Committee.

(d) Comber Brass will implement emergency procedures, evacuation in case of fire or other significant incident. At least one individual will have responsibility for knowing the fire procedures for every engagement venue and for communicating them to all members of the band.

(e) Comber Brass will maintain safe and healthy conditions during band rehearsals, provide and maintain equipment, and ensure safe storage / use of substances. Comber Brass will ensure satisfactory health and safety conditions at hired venues and for hired equipment, and will ensure that any equipment owned by Comber Brass will be stored safely.



First Aid

Comber Brass will ensure they are aware of First Aid procedures, kits and equipment at engagement venues. Comber Brass will ensure that within the band, there are members with First Aid experience. Where appropriate (e.g. for larger events) Comber Brass will train members or volunteers in First Aid or work with professional First Aid organisations.

Sound Safety

Comber Brass takes the responsibility of protecting the hearing of members, staff, volunteers and audience members seriously. We will:

- Ensure there are open lines of communication for individuals to raise concerns about hearing.
- Take concerns seriously; the Committee and Music Director will work with the individuals to find ways to minimise risk.
- Take into account the protection of our audience's hearing when designing stage and audience layout for concerts.


Risk assessment - Regular Venues & Activities

The risk assessment to be used by Comber Brass for regular venues and activities is attached at Appendix 'A'

Adoption

This policy was adopted at a meeting of the Committee of Comber Brass held on 6th October 2021 and is signed below on behalf of all the trustees.


_____ James McClure (as Chairperson) Date 6/10/21


_____ Jane Smyth (as Secretary) Date 13.10.21


_____ Granville Lavin (as Treasurer) Date 6/10/21



Appendix 'A'

Comber Brass Risk Assessment – Applies to all rehearsals, engagements, and functions			
Risk Identified	Persons at Risk	Level	Controls
<p>Injuries from carrying heavy/ large equipment to / from venue.</p> <p>Injuries from moving and handling equipment or dangerously stored equipment.</p>	<p>Band members carrying equipment.</p> <p>Members of public.</p>	Medium	<p>Use appropriate strategies for moving and handling heavy and large equipment e.g. assistance from a 2nd person. Appropriate equipment such as trolleys and wheeled cases to be used to move equipment safely where possible.</p> <p>Band members to ensure stored equipment is adequately and safely stowed in cupboards, coaches, vans etc. to eliminate risk of equipment shifting unexpectedly and causing injury and to facilitate safe access to stowed equipment.</p>
<p>Traffic/ crossing roads on way to/ from venue. Traffic in car parks.</p>	<p>Band members crossing roads / car parks whilst carrying large equipment which may impair visibility.</p> <p>Vulnerable band members i.e. elderly or under 18's.</p>	Medium	<p>All band members to be mindful of road safety and to be aware of limited visibility when carrying large equipment over roads to / from venues and in poor visibility such as engagements at night and in dark conditions.</p> <p>Under 18's to be supervised appropriately around roads / car parks or other areas where traffic may cause a hazard.</p>
<p>Injuries from manual handling of chairs / setting out chairs.</p> <p>Injuries from stacking of chairs.</p>	<p>Band members, particularly elderly/ vulnerable band members.</p>	Low	<p>Move chairs in a sensible manner and a reasonable number at a time, using a wheeled trolley where applicable. Stack chairs no more than 4 high or as appropriate to the venue.</p>
<p>Trip hazards such as music stand legs, equipment cases.</p>	<p>Band members.</p> <p>Members of Public.</p>	Low	<p>Stands to be erected properly and placed appropriately to allow safe walkway for band members. Equipment cases to be securely and safely stowed away maintaining clear walkways / fire exits.</p>



Risk Identified	Persons at Risk	Level	Controls
Loud noise.	Band members. Musical Director. Members of Public.	Low	Band members to be arranged an appropriate distance from the bell ends of other instruments as per approved band formation / layout. Conductor to wear ear protection as appropriate. Audience to be positioned at least 1m away from the band.
Stranger danger / unknown adults. Vulnerable members become separated from the group / lost.	Band members, particularly under 18's and vulnerable adults. Members of Public.	Low	Vulnerable band members to be appropriately supervised by CRB/ DBS checked staff. Band members to adhere to band safeguarding policy and not place selves at risk by being alone with any vulnerable member of the band or member of public such as under 18's.
Sudden / serious illness such as heart attacks, stroke, severe reaction to bee stings etc.	Band members, particularly elderly/ vulnerable band members. Elderly / vulnerable Members of Public.	Low	At least 1 First Aider to be present at all events. A mobile phone must be available to contact emergency services / parents, carers or family of members. Emergency contact details to be available for all band members.
Inclement weather on outdoor engagements resulting in illness or injury – frostbite, hypothermia, sunburn, heat stroke etc.	Vulnerable band members i.e. elderly, under 18's.	Low	Appropriate uniform to be worn for the weather such as thermal jackets / hats/ gloves / hood in the cold/ wet, shirt sleeves or band T' shirts in summer / hot jobs. Sun protection such as sunglasses and sun cream to be worn where applicable, i.e. hot / sunny days on outdoor engagements, this is the responsibility of individuals. Cover / shelter for outside engagements to be sought such as marquee / bandstand where applicable to protect members from the weather.



Risk Identified	Persons at Risk	Level	Controls
Misplaced footing when climbing stairs/ steps to stage areas.	Band members with limited mobility/ elderly.	Medium	Band members to hold onto handrails where possible and avoid carrying large/ heavy equipment upstairs without assistance.
Drowning in lakes/ ponds/ rivers/ canals/ reservoirs/ the sea etc. near or at engagement venues.	Band members, particularly under 18's and vulnerable adults.	Low	Band members to take reasonable precautions to avoid areas of water and to appropriately supervise vulnerable band members around expanses of water.
Fire at venue. Emergency evacuation situation.	Band Members. Members of Public.	Low	<p>Ensure to inform members of emergency evacuation procedures</p> <p>Band members to take reasonable precautions to prevent sources of ignition i.e. not covering heaters with equipment, not smoking inside indoor venues, extinguishing any outdoor cigarettes appropriately.</p> <p>Band members to take note of fire exits and emergency evacuation procedures as explained by the venue / organiser.</p> <p>Vulnerable band members such as under 18's and the elderly or infirm may need supervision/ assistance in the event of an evacuation.</p> <p>In the event of an emergency situation all personnel to be accounted for by using the register of band attendees. At no time should band members risk their lives: evacuate immediately and call the emergency services.</p>