Health and Safety Policy

Statement of intent

This policy applies to all members, volunteers or anyone working on behalf of Cold Ash Brass (henceforth referred to as "The Band").

The Safeguarding Officer has overall responsibility for health and safety in The Band, and for ensuring that it fulfils all its legal responsibilities.

The Band recognises that it is the duty of The Committee and members to uphold this policy and to provide the necessary funds and resources to put it into practice.

Overall responsibility for health and safety

Matthew Sanders (Safeguarding Officer)

Member Responsibility

All members should:

- Co-operate with The Safeguarding Officer and The Committee on health and safety matters;
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to an appropriate person (as detailed above).

Annual Review

This policy was last reviewed on 6th November 2025

And will next be reviewed by the Safeguarding Officer in November 2026

Signed: Matthew Sanders (Safeguarding Officer)

Arrangements for Health and Safety

Risk Assessment

A risk assessment form will 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 regular rehearsal space for The Band (and reviewed annually) and for concert venues and other places and events outside The Band's usual 'home'.

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
- 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 as 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 injuries
- Infectious diseases – Following government guidance as issued

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.

Insurance

The Band must be covered by Public Liability Insurance. A copy of the certificate is kept by the Treasurer and is available on request.

First aid arrangements

Adequate “in date” first aid equipment suitable for the number of members and volunteers in the band is available and is kept with the accident book

Appointed people within the organisation with First Aid training are:

- Louise Moores
- Matthew Sanders
- Katherine Wilkes

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.

A phone will always be available that can be used for getting help and contacting relevant individuals if the need arises.

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 Safeguarding Officer 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 a 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.)

Evacuation

Fire safety/emergency procedures

Access to a telephone is essential at all times, in case of an emergency. 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).

Resolving health and safety problems

Any volunteer with a health and safety concern must first tell the Safeguarding Officer.

If, after investigation, the problem is not corrected in a reasonable time, or the Safeguarding Officer decides that no action is required but the volunteer is not satisfied with this, the volunteer may then refer the matter to The Committee Chair. This must be in writing.

If the volunteer is still dissatisfied, the matter will be entered on the agenda for the next meeting of The Committee.