



Health and Safety Policy

Policy statement

It is a policy of The Wigston Band to provide activities in a safe manner without risk, so far as is reasonably practicable.

Responsibilities

The overall responsibilities for the implementation of the Health & Safety Policies lies with the Band's Committee. The Committee recognise that they have a duty of care with regard to the players in the band and accept that ensuring the players' health, safety and well-being during band activities is one of their primary functions. They also recognise that they are responsible, so far as reasonably practicable, for the safety of anyone who may be affected by the band's activity.

Day to day responsibility for putting this policy into practice is delegated to the Health & Safety Officer or an authorised nominee. The current serving officer is (to be organised after AGM on 14.3.24)

All volunteers have an individual responsibility for ensuring their own personal health & safety and that of their acts. These responsibilities include:

- Co-operating with the committee and H & S `Officer
- Not interfering with any equipment provided to safeguard their health and safety
- Reporting to the Committee any risks to health and safety
- Recording all accidents and incidents in the accident book

Putting the policy into practice The Wigston Band Organisation (TWBO) will:

- bring this policy to the attention of all its volunteers
- Copies of this policy will be freely available to players, volunteers, members and any other interested parties. A copy can also be viewed on of our website, (www.wigstonbrassband.com).
- ensure relevant signage and emergency instructions are displayed and maintained throughout the premises and facilities used

- appoint a Health and Safety Officer to implement the policy and its procedures
- take out and maintain adequate insurance to cover all possible liabilities
- maintain an accident book and first aid box
- ensure regular inspection of electrical equipment
- carry out appropriate risk assessments and take any action to minimise risk
- establish emergency action plans
- ensure safe handling, use and storage of equipment and instruments
- identify and implement any maintenance required to equipment and instruments
- advise those responsible for premises used by TWBO of any maintenance required
- ensure that the same standards apply to activities taking place away from the normal rehearsal venues, including during journeys
- provide regular training for the health and safety officer and first aiders
- ensure that there is financial provision to meet health and safety needs
- review this policy every year.

Risk Assessment Procedures

Risk assessments, including fire risk assessments, should be carried out for all new activities, when something changes and be subjected to an annual review. These assessments should be stored by the H & S Officer

Risk Assessment Procedures Risk assessments, including fire risk assessments, should be carried out annually and for all new activities. These assessments should be stored electronically and accessible to all trustees and to the Health and Safety Officer. Volunteers should be made aware, at appropriate times, of any provisions in the risk assessments which are relevant to them. Incident Procedures Evacuation (fire, etc) The Health and Safety Officer should ensure that

- a record of all players, trustees and volunteers on the premises at any one time is kept
- a procedure is in place for the immediate evacuation of all people on the premises
- all volunteers are aware of the marked fire exits and evacuation meeting point

- a procedure is in place for taking a head count
- a procedure is in place for contacting the emergency services
- a practice emergency evacuation is carried out at least every 12 months

First Aid

The Health and Safety Officer should ensure that

- a first aid box is provided and maintained
- up to date emergency contact details are kept for all players and volunteers
- at least one person within each section of the organisation has up to date first aid training
- volunteers know who the designated first aiders are
- volunteers know what to do when a designated first aider is not present.

Recording and reporting of accidents and incidents The Health and Safety Officer should ensure that

- an accident book kept on site and trustees are aware of its location
- the accident book is stored in a secure and lockable location
 - A designated first aider will accompany child/member to hospital and next of kin informed.
- (s)he and the trustees know how to record accidents and incidents
- the trustees have been notified of accidents and incidents
- (s)he knows what incidents are reportable to the Health and Safety Executive
- records of accidents and incidents are kept for at least 3 years.

This policy was adopted by The Wigston Band at their AGM on Thursday 3rd November 2022

Reviewed on 21st February 2024 (K.Edwards and A.Raggett)

To be reviewed February 2025

