



Amphill Town Band Health And Safety Policy

Introduction

- Amphill Town Band 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, supporters and members of the public.
- This includes but is not limited to rehearsals, concerts, workshops, social and fundraising events.

Responsibilities

- Overall responsibility for health and safety rests with the Committee of Amphill Town Band.
- Practical responsibility for health and safety at events and activities organised by Amphill Town Band rests with the Band's Health & Safety Officer.

Statements of General Policy

(a) Amphill Town Band 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) Amphill Town Band will provide clear instructions and information to ensure that members, the Musical Director 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) Amphill Town Band 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) Amphill Town Band will implement emergency evacuation procedures in the event of fire or another 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. All fire exits are clearly marked at the Band's rehearsal venue at Amphill Baptist Church and their evacuation procedures can be found on the wall just inside each entrance.

(e) Amphill Town Band will maintain safe and healthy conditions during Band rehearsals and provide and maintain equipment (if appropriate).

(f) Amphill Town Band will ensure satisfactory health and safety conditions at hired venues and for hired equipment and will ensure that any equipment owned by Amphill Town Band will be stored safely. If any Band member notices any item that is in disrepair at a venue where they are playing, they should report it to the Band HSO, even if it is not an item owned by the Band.



Electricity in the rehearsal 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.
- The annual Portable Appliance Testing (PAT) is the responsibility of Amphill Baptist Church.
- Minimise 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.

First aid arrangements

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

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 a 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.)

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.
- Fire evacuation procedures for Amphill Baptist Church are displayed on the wall just inside each entrance.

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.

Sound safety

Amphill Town Band 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 Musical 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.

Insurance

Amphill Town Band is covered by Public Liability Insurance. As Amphill Town Band uses a rented space for rehearsals a copy of the certificate cannot be displayed in the rehearsal room, however the HSO and Band Secretary hold a copy.

Review

This policy should be reviewed annually by the Band Committee

Date last reviewed: April 2025