

**Health and Safety Policy**

Woodhouse Prize Band

**Last Updated: February 2023**

##

**Policy Statement**

In keeping with its overall objectives, Woodhouse Prize Band (‘WPB’) will take all reasonably practicable steps to ensure the health, safety and welfare of its members and staff. The committee recognises 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 the primary functions.

The overall responsibilities for the implementation of the Health and Safety Policy lies with the committee members of Woodhouse Prize Band. Day to day responsibility for implementation / integration of the policy into the risk assessments is delegated to Gemma Grayson. The current Health and Safety Officer is [Insert Name HERE].

All volunteers have an individual responsibility for ensuring their own personal health and safety and that of others that may be affected by their acts. These responsibilities include:

* Co-operating with the committee and Health and Safety Officer;
* Not interfering with any equipment provided to safeguard health and safety;
* Reporting to the committee any risks to health and safety;
* Recording all accidents and incidents in the Accident Book;
* Putting the Health & Safety Policy into practice.

**In align with this, Woodhouse Prize Band will:**

* Bring this policy to the attention of all its volunteers;
* Have available a copy of this Policy at the Bandroom;
* Appoint a Health and Safety Officer to implement policy and procedure;
* 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 owned by WPB;
* Carry out appropriate risk assessments and take any action to minimise risk;
* Establish emergency action plans and ensure relevant signage and emergency instructions are displayed and maintained throughout the premises and facilities used;
* Ensure safe handling, use and storage of any substances;
* Identify and implement any maintenance required to band premises or equipment;
* Ensuring the same standards apply to activities taking place away from normal rehearsal venues, including during journeys;
* Provide regular training for first aiders;
* Ensure there is financial provision to meet health and safety needs;
* Maintain a register for rehearsal and events;
* Review all policies annually or before if the law dictates.

**Risk Assessment Procedures**

* Risk assessments, including fire risk assessments, should be carried out annually and for all new activities;
* These assessments should be stored in the health and safety file.

**Incident Procedures**

**In the event of an Evacuation of any kind, the Health and Safety Officer should ensure that:**

* + A record of all people 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;
	+ Fire extinguishers, emergency lighting and other safety equipment is maintained and checked at appropriate intervals.

**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 the Band has up to date first aid training;
	+ Members know who the designated first aiders are;
	+ Members know what to do when a designated first aider is not present.

**Accompanying Band Members (including Children) to Hospital**

• Ideally if the situation is not an emergency then the parent/carer or Emergency Contact should be contacted in order to take the Band Member 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 the Band Member to hospital, in the ambulance.

• If the band member is a child, then a member who has a DBS check should accompany the 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.

**Recording and Reporting of Accidents and Incidents**

● The Health and Safety Officer should ensure that:

* An accident book is kept on site and volunteers are aware of its location.
* The accident book is stored in a secure and lockable location.
* Volunteers know how to record an incident.
* Volunteers know of what incidents are reportable to the Health and Safety Executive.
* records of accidents and incidents are kept for at least 3 years.