

## **Macclesfield Youth Brass Band**

### **Health and Safety Policy**

#### **Policy statement**

It is the policy of Macclesfield Youth Brass Band (MYBB) to provide activities in a safe manner without risk, so far as is reasonably practicable.

#### **Responsibilities**

The overall responsibility for the implementation of the Health and Safety Policy lies with MYBB's trustees. The trustees 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 is reasonably practicable, for the safety of anyone who may be affected by the band's activities.

Day to day responsibility for putting this policy into practice is delegated to the Health and Safety Officer or an authorised nominee.

The current serving officer is Chris Buxton 07920 832597.

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 trustees and Health and Safety Officer
- not interfering with any equipment provided to safeguard their health and safety
- reporting to the trustees any risks to health and safety
- recording all accidents and incidents in the Accident Book.

#### **Putting the policy into practice**

MYBB 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 the Governance page of our website, ([www.mybb.org.uk](http://www.mybb.org.uk)).
- 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 training in 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 MYBB of any maintenance required
- ensure that the same standards apply to activities taking place away from the normal rehearsal venues, including during journeys
- provide 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 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 is kept on site and trustees are aware of its location
- the accident book is stored in a secure and lockable location
- (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.

### **Training**

Annual Health and Safety training will be provided to all volunteers.  
Job specific training for volunteers will be provided as required.  
Training records will be kept.

This policy was adopted on: 11th May 2021

Signed ..... Chair

Name: Louise Renshaw

Next review date: May 2022