

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 reducing risks 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 Tim Grindey 07731 303167.

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).
- 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 cover
- 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 Assessments

Risk assessments should be reviewed annually and updated for all new or specific 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.

Generic risk assessments for Contest, Engagements and Tours have been created and may be amended or updated at the time of the event for any point of use risks identified.

Specific Incident Procedures

Fire Evacuation

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.

Where a hospital visit is required and a parent is not at the rehearsal/event, a Trustee must accompany the player to hospital and act as chaperone for the purposes of medical treatment. Trustees will ensure that contact is made with parents, carers or emergency contacts where required and contact is maintained where possible until they are in attendance at the hospital.

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 records are stored in a secure location in line with data protection
- (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
- All incidents should be reviewed as a standing item on the Trustees Agenda.

Lockdown

The Health and Safety Officer should ensure that

- A procedure is in place to lockdown the building in the event of an incident
- All volunteers are aware of the procedure and equipment being used
- All equipment is in working order and being used appropriately

Training

Annual Health and Safety training will be provided to all volunteers with job specific training as required. Records of those attending the training will be kept for reference.

Control of Substances Hazardous to Health (COSHH)

MYBB takes all practical steps to minimise risks including the use of substances. The band uses certain substances to support its operation and these are listed below. Data sheets for each substance are uploaded for reference, and in case of emergency.

- Valve Oil
- Photocopier Toner
- Slide Grease

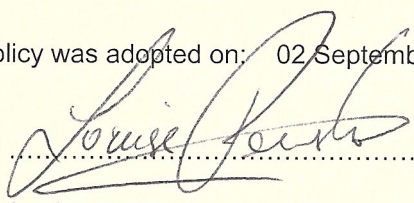
Users are encouraged to wash hands after use, and where valve oil is provided the bottle has a 'child-proof' mechanism to prevent opening.

Manual Handling

MYBB moves and transports a number of irregular shaped, sized and weighted items for its general use, examples include Timpani, Music Stand Boxes, Drum Kits, etc. To minimise risk, items are dis-assembled as much as possible to make movement more manageable, or are transported in wheeled boxes/carriers.

Each person has their own responsibility to risk assess whether they are capable of lifting an item, and although guidance and training are provided the decision is down to the individual at the time. MYBB cannot take responsibility where volunteers, players or supporters have lifted or carried something beyond their means, and actively encourages 2-person lifts and sharing where possible.

This policy was adopted on: 02 September 2026

Signed  Chair

Name: Louise Renshaw

Next review date: September 2027