

# Simply Brass (Stowmarket)

## Health and Safety Policy

### **Policy Statement.**

It is the policy of Simply Brass (Stowmarket), 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 the trustees of Simply Brass (Stowmarket).

- The trustees recognise 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 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 implementing this policy is delegated to the Health and Safety Officer or an authorised nominee.
- The current serving officer is Justine Margetson 07793 543444
- 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 Health & Safety Policy into practice.
- Simply Brass (Stowmarket) will:-
  - bring this policy to the attention of all its volunteers.
  - have available a copy of this policy at all premises used by the organisation.
  - 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 owned by Simply Brass (Stowmarket).
  - carry out appropriate risk assessments and take any action to minimise risk.
  - establish emergency action plans.
  - ensure safe handling, use and storage of substances.
  - identify and implement any maintenance required to premises or equipment.
  - 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 there is financial provision to meet health and safety needs
  - review this policy annually.

## **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**

- Evacuation (fire, etc)
- 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 6 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 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 volunteers are aware of its location.
  - the accident book is stored in a secure and lockable location.
  - volunteers know how to record an incident. the trustees have been notified.
  - 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..

## **Training**

- Health and Safety training will be provided to all volunteers as part of a general induction. This training will be:-
  - provided within four weeks of joining the organisation.
  - job specific training for volunteers will be provided as required.
  - training records will be kept by the Health and Safety Officer.

This policy was adopted on ..... (date)

Signed ..... Chair

Name .....

Next review date .....