

LYME REGIS TOWN BAND



HEALTH AND SAFETY POLICY

Introduction

This note sets out the rationale and aims of Lyme Regis Town Band's health and safety policy, assesses health and safety risk, and states the steps that are taken to mitigate health and safety risk in the context of the band's normal operations.

In drafting the policy, consideration has been given to the guidance published by Brass Band England on risk assessment and health and safety.

Safeguarding (which deals with the safeguarding of young people and adults with care and support needs) is outside the scope of this health and safety policy.

Background

The Lyme Regis Town Band consists of some forty members/trainees/supporters who meet weekly at the Woodmead Halls, Lyme Regis for practice and training purposes. In the summer months the band perform weekly on the sea front in Lyme Regis and additionally at other occasional concerts, events and training sessions.

Members, trainees and supporters are not just from Lyme Regis but from across Dorset and Devon with an age range extending from primary school age to players well into their seventies and eighties.

The Band is an organisation of volunteers and does not own or control any premises, nor does it employ its own staff.

Risk assessment

Participating in a brass band is not inherently a high-risk activity. Brass Band England recommends that attention be directed to the following variables:

- Activities taking place in an area
- Specifics of each area
- Environmental conditions
- Age of participants
- Specific needs of participants
- Ability of participants
- Equipment available and condition of equipment

The activities carried out by the band, the specifics of each area where they are carried out (e.g. Woodmead Halls; and in the open air on Lyme Regis seafront) and their environmental conditions do not in general raise any specific health and safety concerns.

The age of some participants is a natural concern. The band takes steps to identify specific medical needs of participants as part of its membership on-boarding and these are confirmed as part of the annual membership renewal process. In addition, contact numbers in case of emergency for each band member are confirmed annually. These

measures allow the committee to be at the very least aware of potential health issues so that health and safety risks can be better assessed.

Equipment owned by the band (apart from musical instruments) is currently limited to an amplifier, outside lights and a photo-copying machine all of which are PAT tested annually.

The handling of large and weighty musical instruments could be a risk. However, in general members will be well used to handling their own instruments and assistance in instrument handling is always available from other band members.

Perhaps the most significant risks to the health and safety of band members are those relating to travelling to band events, for example in bad weather over the winter months, rather than the participation in events themselves. Band members, especially those travelling long distances, are free not to attend and are encouraged not to attend practice and performance events in adverse weather conditions.

Risk management and mitigation

The committee takes the following steps to manage and mitigate the band's health and safety risks:

1. A member of the committee is appointed annually to take the lead role on health and safety matters. The scope of this role includes carrying out research/ investigation / consideration of any new health and safety concerns raised by the committee; acting as the contact point for health and safety issues raised by members of the band and others; maintaining a register of health and safety incidents; and reporting on them to the committee.
2. Band members are requested to disclose in writing any health issues on joining the band as part of their membership application and this information is updated annually. This allows the committee to be aware of and take into consideration individual health issues.
3. Emergency contact numbers are taken for band members. This facilitates appropriate support being put in place in the case of an adverse event.
4. Electrical equipment owned by the band is regularly PAT tested.
5. Band members are encouraged to seek assistance from others in the moving of heavy instruments and equipment.
6. Band members are made aware that in adverse weather conditions attendance at practice or performance events is not advised.
7. The committee ensures that adequate, appropriate and available insurance is taken out to cover any potential liabilities of the committee and members of the band to other members of the band and third parties for negligence in health and safety matters.
8. The committee reviews health and safety policy and procedures annually.

Policy

The band's committee seeks to establish and maintain a favourable health and safety environment, and implement policies and practises that are both effective and proportionate to the risks that obtain.

Under the common law, voluntary organisations and individual volunteers have a duty of care to each other and others who may be affected by their activities. Where something goes wrong, individuals may, in some cases, sue for damages using the civil law if they are injured as a result of another person's negligence.¹

The committee have reviewed the risk assessment noted above and health and safety risks that band members and others are exposed to from its normal activities and concludes that in ordinary circumstances the activities of the band are in general low-risk and that the risk management and mitigation steps noted above are appropriate and proportionate and should be adopted.

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GKW
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