

Health and Safety Policy

Brass Band Conductors' Association (BBCA)

Health and Safety Responsibility

BBCA will appoint a H&S Representative

Commitment to Health & Safety

Organisations such as the Brass Band Conductors' Association have a "duty of care", under civil law, to those who are employed, work as volunteers and those who use their services.

The Health and Safety at Work Act (1974) is the main piece of legislation governing health and safety at work. It places a duty on employers to ensure the general health and safety of their employees, as well as volunteers and members of the public using services provided by the employer.

The BBCCA does not directly employ any staff. It is a member organisation with an Executive Committee of members.

The BBCCA is committed to ensuring that health and safety considerations are implemented for the wellbeing of its Exec, members and supporters.

A health and safety policy review will take place annually.

Putting policy into practice:

1. Safe equipment (usage, storage and handling)

- Equipment should be well-maintained and stored in appropriate areas.
- Equipment should not create a fire hazard or block exits, eg display banners, papers.
- When using equipment at venues, eg trade stands these should be kept tidy and not cause obstructions.

2. Control of Substances Hazardous to Health (COSHH)

3. Fire Safety

The BBCA does not own or rent its own premises. For the purposes of events at third party venues the BBCA will ensure that the venue has the necessary fire safety precautions in place:

- **Access to a telephone at all times in case of an emergency.**
- **Fire safety will be included in any risk assessments, considering any high-risk areas, both to reduce risk in these areas and to combat fire, if necessary (eg fire blankets/extinguishers).**
- **When attending events or hiring venues BBCA will ensure they are familiar with the evacuation procedure. Notice will be taken of emergency exits, assembly points, fire wardens and provision for vulnerable members.**
- **Ensure signage on fire exits is easily visible and exits should be checked regularly for potential blocks or obstructions.**
- **There are fire extinguishers which have been checked annually.**

5. Safe and healthy working environment (production of risk assessments)

- **A risk assessment will be completed for each event. This will take account of the physical environment, the activities that take place, any disabilities or mobility issues in respect of members and others who may be present, the equipment used and the different types of possible accidents.**

The physical environment might include:

- **Car park**
- **Steps and stairs**
- **Uneven surfaces, slippery floors**
- **Lighting**
- **Storage of equipment/ personal belongings**
- **Seasonal changes: e.g. snow and ice, leaves**
- **Access to exits**
- **Transporting people to events**
- **Moving and handling equipment**
- **Outside activities**

- **Fundraising activities**
- **Making refreshments**

- **BBCA will contact the organiser or manager of the venue/event to check that they have their own risk assessment and that appropriate safety measures are in place.**

6. Information, instruction, supervision and training (providing volunteers' and members' access to policies)

- **Manual handling** - Members should be made aware of the dangers of lifting heavy objects and the associated injuries. Manual handling should be included in risk assessments, and measures taken to reduce the risk of injury. These measures may include:
 - Ensuring equipment is stored in a suitable bag, box or container that is fit for purpose. These should not be overfilled.
 - Consider the minimum number of people required to move particularly heavy objects (e.g. timpani)
 - Using trolleys, barrows or carrying straps where necessary.
- **Typical potential hazards that have been identified are:**
 - Carrying instruments and kit
 - Carrying chairs and tables
 - Loading vehicles for events.
- **Insurance** – The BBCA must be covered by Public Liability Insurance. A copy of the certificate(s) will be accessible at events.

8. Electricity

- **BBCA members should complete a quick check each time they use an electrical item and report problems such as loose wires, overheating etc to the health and safety officer.**
- **Portable Appliance Testing (PAT) will be carried out regularly by a qualified or trained person.**
- **Minimise the use of extension leads and multiple adaptors.**

- Securely fasten leads to reduce the risk of entanglement or trips.
- Turn off electrical equipment when not being used.

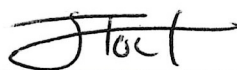
9. First Aid, including accident reporting

- There is first aid equipment suitable for the number of members and volunteers in the organisation. A first aid kit is taken to events.
- There is an appointed person within the organisation with First Aid training.
- All first aid incidents will be reported. This includes accidents and “near misses” using an accident book or accident reporting forms. Once logged the information is to be kept and stored securely and confidentially in accordance with the General Data Protection Regulations (GDPR).

10. Safeguarding

- BBICA has a separate safeguarding policy
- A phone for getting help must be available at each event to contact relevant individuals, if necessary.
- Accompanying children to hospital - ideally if the situation is not an emergency, the parent/carer should be contacted to come and take the child 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 a child to hospital, in the ambulance. Where possible the main leader should try to remain with the group and allow another responsible adult, preferably a member who has a DBS check, to accompany a child to hospital.
- BBICA members/supervisors should not use their own vehicles to take a child to hospital unless advised to do so by the emergency services. This could happen in exceptional circumstances if, for example, emergency vehicles are delayed. In the unlikely event of this occurring, it would be best practice for 2 adults to travel with the child.

Chair of BBICA



Name in caps JAMES HOLT

Date 29/7/25