


OFFICIAL

GREAT HORWOOD SILVER BAND

Health and Safety Policy

Document No: GHSB/HSP/001

Rev	Issue Date	Description of Issue	Chairman	Initials
A	16/03/2022	New Document – First Issue	A.Cook	
Document Revisions				

Rev	Review Date	Description of Review	Chairman	Initials
Document Review Dates				

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Great Horwood Silver Band are considered to have a “duty of care,” under civil law, to those who are employed, work as volunteers and those who use their services and to ensure that our plan is reviewed annually and, together with our risk assessment and notes of any significant incidents, brought to the attention of your committee for signing off.

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.

Appointed Health and Safety Officer: **Katy Slade**

Great Horwood Silver Band have considered the following areas when producing this health and safety policy.

Safe equipment (usage, storage, and handling) –

- Band members to 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.
- Carry out annual Portable Appliance Testing (PAT) – this is carried out by the Great Horwood Village Hall for all electrical equipment that is likely to be used there.
- Minimize 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.

The Control of Substances Hazardous to Health (COSHH) (e.g., storage of cleaning chemicals) – This comes under the Great Horwood Village Hall Health and Safety policy.

Safe and healthy workplace (see Great Horwood Silver Band Safeguarding and Great Horwood Silver Band Whistle-blowing policy for more details)

Fire safety – Refer to the Great Horwood Village Hall Health and Safety policy

Safe and healthy working environment (see the risk assessments produced by Great Horwood Silver Band)

Information, instruction, supervision, and training (providing volunteers’ and members’ access to policies) – see the Great Horwood Silver Band website for copies of all relevant policies

Activities outside the band room e.g., concerts. Refer to the relevant risk assessment.

Public liability Insurance – details in the insurance policy for Great Horwood Silver Band.

Fire safety/emergency procedures

- Access to a telephone is essential, at all times, in case of an emergency.
- Fire drills should be carried out regularly, as if in an emergency; this should include the taking of a register.

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First aid arrangements

- Adequate “in date” first aid equipment suitable for the number of members and volunteers in the band.
- The named first aiders are **Clare Martin** and **Jo Saunders**.
- All accidents and “near misses” are to be recorded in the accident book and the information contained in the book will be kept and stored securely in accordance with the Data Protection Act.
- All emergency contact details are to be updated and stored on Muzodo so that they are available in the case of an emergency in accordance with GDPR.

Accompanying children to hospital

- Ideally if the situation is not an emergency, then the parent/carer should be contacted to 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.
- It would not be good practice for a band member to use their own vehicle to take a child to hospital unless advised to do so by a medical service. This could happen in exceptional circumstances if, for example, emergency vehicles are delayed. In unlikely event of this occurring, it would be best practice for 2 adults to travel with the child.)

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Manual handling

Correct Manual handling techniques are extremely important for your safety. Injuries can range from arms, legs, neck, joints, back and musculoskeletal disorders (or MSD's) if they are not followed correctly. To achieve good manual handling techniques, follow these 7 basic principles when dealing with basic lifting, pushing, pulling, lowering, filling, emptying, or carrying.

Plan your lift:

Ensure the object is light enough to lift, steady, and unlikely to shift or move. Remove obstructions- ensure your route is clear and there is space to lower the load wherever you are planning to move it to. For long lifts, think about resting the load midway on a table / bench to change your grip. Will help be needed? Is there equipment that could be used to aid the lift? Do not lift or work with more than you can effortlessly manage. There is a significant difference between what people can lift and what they can lift in a safe manner. If you feel uncertain, seek advice, or get help.

Position your feet:

Keep your feet apart, giving a balanced and stable base for lifting. Standing with your feet apart gives you a firm base to start your manual handling activity. Your leading leg should be as far forward as is comfortable and, if possible, pointing in the direction you intend to go. You do not need to stay rigid, move your feet if you need to during the lift to keep yourself steady.

Ensure a good posture:

Be prepared to move your feet during the lift to maintain a stable posture. Wearing footwear such as high heels or flip flops, or tight clothing, may make this harder. When lifting from a low level, bend your knees, ensure your back is kept straight maintaining its natural curve. A small bending of the back, hips and knees is preferable to either completely flexing the back or completely flexing the hips and knees (squatting). Do not bend the back any further whilst lifting the object- this can happen if the legs begin to straighten before lifting the object. Do not twist when you lift- especially whilst the back is bent. Hold your shoulders level and always facing the same direction as the hips.

Maintain a firm grip:

Make sure to keep your arms within the boundary created by your legs. Whilst holding onto something, a hook grip is less strenuous than keeping your fingers straight. If you need to make an alteration to your grip as you proceed to lift the object, do this as effortlessly as possible.

Lift smoothly:

Lift your chin as you commence the lift, ensuring control of your head. Look ahead, not down at the load, once it has been held securely.

Keeping close to the load:

Where feasible, hug the load close to the body- this ought to aid you make a stronger and more solid lift than gripping the load tightly with the hands only. Grip the load close to your body for as long as possible, with the heaviest side of the load towards you. If you cannot get near to the load at first, slide it towards you before you attempt to lift it.

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Put it down... then adjust it:

If you must place the load in a certain position, put it down first, then manoeuvre it into the desired position.

Measures will be 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.
- Carrying chairs and tables.
- Carrying PA equipment.
- Loading vehicles for concerts and events.
- Accessing the storage loft using the step ladder.
- Accessing the Hall when the loft ladder is down.