
TVB Health and Safety Policy

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Policy Authors: D Phillips

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People who need to know about this policy	
Health and Safety Officer	Will lead on its implementation, be able to offer advice on the policy and can make recommendations for improvement and change.
Committee Members	Should have a working knowledge of this policy.
Band Members	Should be aware of this policy, its location and have access to it for reference.
External accrediting agencies, regulatory agencies or funding bodies	Will have reader access to this policy by request.

Change History			
Version	Author(s)	Change	Approval Date
v1.0	P Thompson	Original Document	04/05/2022
v2.0	D Phillips	v2.0	07/07/2024
v2.1	P Thompson and D Phillips	Details of consent for first aid.	06/03/2025
v2.2	D Phillips	Removed requirement for at least one FAW person in group.	06/03/2025
v2.3	D Phillips	Added section on control of noise levels	25/03/2026

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1. Policy Statement

- 1.1 Test Valley Brass (TVB) will take all practicable steps to ensure the health, safety and welfare of its members, volunteers and members of the public who come into contact with us or who are impacted by our activities.
- 1.2 TVB aims to prevent accidents where possible and to promote the wellbeing of its members and volunteers. It promotes a positive attitude to health and safety throughout the group. The involvement and co-operation of all members and volunteers on both an individual and collective basis are crucial to the achievement of these aims. In all its activities TVB acknowledges and will seek to meet its responsibilities for health and safety for all affected by its activity including non-members and the environment in which it operates.
- 1.3 Whilst many risks to health and safety can be mitigated, it is recognised that there will always be an element of risk even to the slightest of activity, and that a certain amount of risk is expected in every day life, much of which should be taken on by the individual and cannot be planned or legislated for.
- 1.4 This policy is therefore essential in meeting our responsibilities and keeping everybody as safe as can reasonably be expected through plans and actions as far as is practicable.

2. Legal and Procedural Framework

- 2.1 The Health and Safety at Work Act (1974) (HSWA) is the main piece of legislation governing Health and Safety. Whilst participants in our activities are not technically at work, the act also applies to any voluntary group who provide a room or premises for their activity. Apart from work, the HSWA also places a duty on organisers to ensure the general health and safety of volunteers and members of the public using their services.
- 2.2 TVB has a “duty of care”, under civil law, to those who work as volunteers and to those who use our services including players, audience members and the general public where our activities may affect them.

3. Roles and Responsibilities Connected with this Policy

- 3.1 The **Health and Safety Officer (HSO)** will maintain the band’s safety records, investigate any accidents, provide accident statistics to the committee and keep a watching brief on changing safety legislation and guidance from Brass Bands England (BBE). The Safety Officer has responsibility to provide leadership and to promote responsible attitudes towards health and safety. All new volunteers will be shown the location of first aid kit, fire exit doors, fire fighting equipment and the accident book. The HSO will take a lead role in the development or scrutiny of risk assessments both in the bandroom and other venues where performances or activities take place. In times of exceptional circumstances, e.g. war, epidemic, pandemic or natural disaster, the HSO will liaise with outside agencies and relay advice, guidance or obligations to the committee, as necessary, and take a lead in discussions and devising or revising procedures accordingly. To provide training as required on health and safety issues.

- 3.2 The **Band Secretary** will accurately minute the health and safety report to the committee and any agreed resulting actions. The secretary will also deliver the health and safety report to the committee when the HSO is unable to attend.
- 3.3 The **Engagements Secretary** will initially liaise with concert venues or third parties booking the band and request a risk assessment of the event if one has been undertaken. This will be passed on to the HSO for scrutiny and adaption for band purposes if required.
- 3.4 **All occupiers of the space TVB are in**, health and safety is everybody's responsibility. Anybody spotting a danger or risk to health and safety should take immediate steps to minimise the risk and report it to the leader at the time, the band secretary or the HSO.

4. Control of Noise Levels

- 4.1 Brass bands are an inherently noisy activity. Measures must be put in place to ensure that the noise levels to which members of the band and audiences are exposed remain within safe limits.
- 4.2 Larger rehearsals should use the school hall rather than the band room.
- 4.3 The conductor should be mindful of noise levels during rehearsals. A sound level meter can be used to give a visual indication of the noise levels. Avoid rehearsing loud sections more often than is necessary.
- 4.4 Promote awareness of the importance of controlling noise levels amongst members of the band. Members of the band should be encouraged to raise concerns if they feel it is too noisy, take breaks as needed and use ear protection.
- 4.5 Sound shields and disposable ear plugs are to be provided for the use of band members.

5. Electricity in the Band Room

- 5.1 People using the band premises should complete a quick check each time they use an electrical item and report problems such as loose wires, overheating etc.
- 5.2 Minimise the use of extension leads and multiple adaptors.
- 5.3 Securely fasten or cover any trailing leads or cables to reduce the risk of entanglement or trips.
- 5.4 Turn off electrical equipment when not being used.

6. Control of Substances Hazardous to Health

- 6.1 Any chemicals should be recorded on a risk assessment stating how they are stored and details of protection required when using (e.g. gloves, masks etc.) For this information on any product provided by the school contact the School Caretaker.
- 6.2 Ensure substances are clearly labelled and stored in their original container.
- 6.3 Keep substances locked away. Consider using more environmentally friendly alternatives.

7. Manual Handling

- 7.1 Manual handling should be included in risk assessments. Measures should be taken to reduce the risk of injury. These measures may include:
- (i) Do not lift objects which pose undue strain.
 - (ii) Always check the load before moving it.
 - (iii) Avoid the need for handling wherever possible.
 - (iv) Always use appropriate aids.
 - (v) When stowing or retrieving equipment, do not overreach. Create a clear path to the load and if using a step or ladder, ensure it is as close to the load as possible.
 - (vi) Do not attempt to lift alone if two people are more appropriate.
 - (vii) Training will be provided for volunteers when necessary.

8. Safe and Healthy Activities (rehearsing, teaching, learning and performing)

- 8.1 When stowing or retrieving equipment, do not overreach. Create a clear path to the load and if using a step or ladder, ensure it is close to the load. Ensure equipment is stored in a suitable bag, box or container that is fit for purpose. These should not be overfilled.
- 8.2 Consider the minimum number of people required to move particular heavy objects (such as timpani). Use trolleys, barrows or carrying straps where necessary.
- 8.3 Risk assessments for concerts and venues should include the safety of access and egress for both audiences and the band, considering storage of cases and equipment.
- 8.4 When carrying or manipulating larger instruments or any equipment, be aware of the proximity of others around you.
- 8.5 Be aware that others moving or carrying large equipment or instruments may have restricted lateral view, e.g. marching with tubas.
- 8.6 Ensure that moving equipment, including wheels on cases or timpani are in good working order.
- 8.7 At the start of every concert or stand alone performance, a safety announcement will be made to the audience advising of safety procedures including location of fire exits and assembly point.

9. First Aid Arrangements

- 9.1 One Appointed person with in date Emergency First Aid at Work (EFAW) qualification should be on hand during all band activities.
- 9.2 A paediatric First aid trained helper will be available during each youth band session.

- 9.3 A first aid kit with in date supplies will be available in the band room
- 9.4 A reporting book is to be kept for recording accidents and “near misses”. Information to be kept and stored securely in accordance with the Data Protection Act. Incidents from the book can be used without identifying information to formulating the health and safety report to the committee to identify trends.
- 9.5 Subject to committee approval, the band will pay for initial first aid training at the level required and for updates every three years to keep volunteers registered and up to date.
- 9.6 In the event of an emergency requiring administration of first aid, TVB’s first aiders will act in accordance with their first aid training which complies with Health and Safety Executive (HSE) guidelines.
- 9.7 In the event of an emergency requiring administration of first aid, TVB’s first Aiders will act in accordance with their first aid training which complies with Health and Safety executive guidelines.
- 9.8 In the case of children, the named emergency contact on their membership form will be contacted at the earliest opportunity, but this will not delay the provision of first aid.
- 9.9 Prior to parental contact, and if emergency contacts cannot be reached, group leaders and/or the welfare officer will assume parental responsibility for the child if the child does not have capacity to consent.
- 9.10 Young people aged 16 or 17 will be presumed to have sufficient capacity to consent to first aid unless there is significant evidence to suggest otherwise.
- 9.11 In UK law, a concept known as Gillick competence allows children under the age of 16 to consent to their own medical treatment if they’re believed to have enough intelligence, competence and understanding to fully appreciate what is involved in their treatment.
- 9.12 First aiders will in the first place seek consent from the patient whether expressed or implied.
- 9.13 In an emergency where treatment is vital and the forms of consent above cannot be gained, treatment can proceed without consent. In law this is covered by The Social Action, Responsibility and Heroism Act 2015 (Sarah Act), and in common law, our duty of care, which also outlines our position of negligence should we not act.

10. Accompanying Children to Hospital

- 10.1 Ideally if the situation is not an emergency then the parent or carer should be contacted in order to take the child to hospital.
- 10.2 In an emergency call 999 and ask for an ambulance. In this situation, every effort must be made to accompany a child to hospital, in the ambulance.
- 10.3 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.
- 10.4 It would not be good practice for a band member to use their own vehicle to take a child to hospital. However, in extreme circumstances (such as the emergency vehicle being delayed) the

child's medical status must come first. In unlikely event of this occurring it would be best practice for two adults to travel with the child.

11. Fire Safety / Emergency Procedures

- 11.1 John Hanson School (JHS) takes responsibility for fire safety and maintenance of extinguishers on the premises. However, it is everybody's responsibility to ensure they are familiar with the location and that of fire exits.
- 11.2 Fire Extinguishers will be checked by the HSO regularly as a double check and reported to the school should they be found to be unserviceable or out of date.
- 11.3 In the event of a fire, people will calmly leave the building by the nearest exit, which may not be the exit you would normally use.
- 11.4 The fire assembly point for each space in use should be clearly displayed on a fire notice in the room.

12. Completing Formal Risk Assessments

- 12.1 A risk assessment form should be completed taking in to account; the physical environment, the activities that take place, the equipment used and the different types of possible accidents.
- 12.2 Formal risk assessments should be carried out both for the normal, regular rehearsal space for the band (and reviewed annually), and for concert venues and other places and events outside of JHS. If the TVB's normal rehearsal space in JHS is used for a new type of event, then a new risk assessment should be carried out so that any new risks are taken account of and managed.

- 12.3 The physical environment might include:

- | | |
|---|--|
| • car park, | certs / contests, |
| • steps and stairs, | • moving and handling equipment, |
| • uneven surfaces, | • playing concerts outside, |
| • lighting, | • rehearsals, sectionals and one to one tuition, |
| • slippery floors, | • fundraising activities, |
| • storage of equipment / personal belongings, | • making refreshments, |
| • seasonal changes – e.g. snow and ice, leaves, | • cleaning / DIY work in the band room, |
| • access to exits, | • social activities, |
| • transporting people to rehearsals / con- | • concerts for which the band is responsible for the audience. |

- 12.4 The equipment might include:

- instruments,
- music,
- stands,
- chairs,
- cleaning equipment,
- catering equipment,
- electrical appliances,
- gas appliances such as central heating boilers,
- office equipment.

12.5 Possible types of accidents to consider are:

- slips, trips and falls,
- traffic accidents
- poisoning,
- electric shocks,
- burns and scalds,
- choking, suffocation or strangulation,
- cuts from broken glass or other sharp objects,
- sunburn
- insect bites
- manual handling injuries.

12.6 A risk assessment form should be completed considering the relevant aspects by the HSO or a nominated person acting on their behalf.

12.7 If a risk assessment is for an outing or trip, it needs to include transport arrangements. Risk assessments for trips to venues/events operated by a third party should include contacting the organiser or manager of the venue or event to check that they have their own risk assessment and that appropriate safety measures are in place.

13. Dynamic Risk Assessments

13.1 A dynamic risk assessment is the process of continually observing and analysing risks and hazards in a changing environment. This allows workers to quickly identify new risks and remove them. It sounds complicated but the truth is we do it all the time in most aspects of our lives. When we do this as a part of a team or group, such as setting up or playing in a band, it's just a matter of bringing it more to the conscious mind. Be aware of the surrounding environment and the proximity to others. Be conscious of changes such as broken equipment or objects moved by wind or other people. It's a matter of acting to minimise risk in a changing environment or considering if the task is necessary to happen now, or at all. Would it be safer to do at a different time or in a different way, or after adjustments have been made?

14. Insurance

14.1 We never plan to have accidents or litigation however we need to plan for them. The band must at all times be covered by Public Liability Insurance. This should be arranged annually by the secretary and a copy of the certificate displayed on the storeroom door in the rehearsal room.

Acronyms

BBE Brass Bands England.

DBS Disclosure and Baring Service.

EFAW Emergency First Aid at Work.

FAW First Aid at Work.

HSE Health and Safety Executive.

HSO Health and Safety Officer.

HSWA Health and Safety at Work Act (1974).

JHS John Hanson School.

TVB Test Valley Brass.