



**East Riding Youth Brass Band**  
**HEALTH AND SAFETY POLICY**

## **Introduction to the Policy**

### **1. Introduction**

This policy applies to all volunteers, committee members, users and the general public.

### **2. Definitions**

For the purpose of this document the following definitions will apply:

- 2.1 Committee Member – a person noted as holding an executive position, or as a member of the ERYBB committee
- 2.2 Volunteer – a person noted as offering volunteer hours towards the aims and objectives of ERYBB’s activities this includes committee members
- 2.3 Member/Service User – participants in activities arranged and conducted by ERYBB

### **3. Policy**

This policy has been drawn up in response to and in accordance with the Health and Safety at Work Act 1974<sup>1</sup>.

The Committee of ERYBB is aware that it has a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice for all volunteers, committee members, users and the general public.

ERYBB will, so far as is reasonably practicable, pay particular attention to:

- 1. The provision and maintenance of equipment and systems of work and ensure they are in a fit and safe state
- 2. Involving and motivating volunteers in health and safety matters
- 3. Controlling situations which may threaten life, health or property
- 4. The maintenance of a working environment that is safe, without risks to health and provides adequate facilities and arrangements for welfare at work

### **The Procedure**

The Committee is responsible for safety in ERYBB and will monitor the policy; it will be reviewed regularly. The Committee will ensure that sufficient resources are available to provide and maintain a high standard of safety.

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<sup>1</sup> For more information on ‘The Health and Safety at Work Act’ (1974), and other relevant legislation, please visit [www.hse.gov.uk](http://www.hse.gov.uk)

**The Safety Officer –Ian Twinn** whose responsibilities cover maintenance of safety records; investigation of accidents; providing accident statistics; and keeping a watching brief on changing safety legislation. He will report directly to the Committee and they will also, with a view to prevention of future occurrences, carry out full investigations of accidents.

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 boxes, fire exit doors, and fire fighting equipment.

**All volunteers and band members** have a responsibility to do everything they can to prevent injury to themselves, and others affected by their actions. They are expected to follow ERYBB's procedures in particular, to report any incidents that have or may have led to injury or damage. They should report any serious or imminent danger and any shortcomings that they see in the protection arrangements, to the Safety Officer.

## **Violence**

Violence can be defined as:

*“any incident in which an abused, threatened or assaulted by a member of the public in circumstances arising out of the course of his or her employment”* (The Health and Safety executive leaflet ‘Violence to Staff’, 1990).

This may also include any form of verbal abuse, any form of harassment due to any of the discriminations identified within ERYBB Equal Opportunities policy, as well as any other threatening behaviour and physical attack.

ERYBB is committed to ensuring the personal safety of its volunteers while they are within the group. Therefore ERYBB will:

- Implement procedures that will be followed at all times to minimize risk and develop safe working practices
- Maintain a report/record system
- Review systems and procedures on a regular basis

Volunteers are required to:

- Report any incident which comes under the definition above
- To report any incident where there was a feeling of threat
- To inform the Safety officer of any new or increased risk.

## **Accidents**

In the event of an accident all volunteers must report full details to the Safety Officer as soon as possible. Accidents will be reported to the inspecting authority as and when necessary. The Safety Officer will investigate all accidents. The Safety Officer will ensure that necessary action is taken to prevent recurrence.

## **First Aid**

During induction all volunteers will be shown the location of the nearest First Aid box. First Aid boxes will be placed in appropriate places and clearly signposted. A paediatric First aid trained volunteer will be available during each session. Names of First Aiders will be posted on notice boards for volunteers and service user's information.

## **Fire**

Fire exits must be kept clear from obstruction. Fire doors must be kept shut at all times. Fire regulations are displayed in working areas.

## **Risk Management**

Under the Management of Health and Safety at Work Regulations (1999), made under the Health and Safety at Work Act (1974), risk assessment is a compulsory legal requirement to ensure that all members and service users of organisations enjoy a safe and healthy environment. Risk management should be the responsibility of the Safety Officer.

## **Manual Handling**

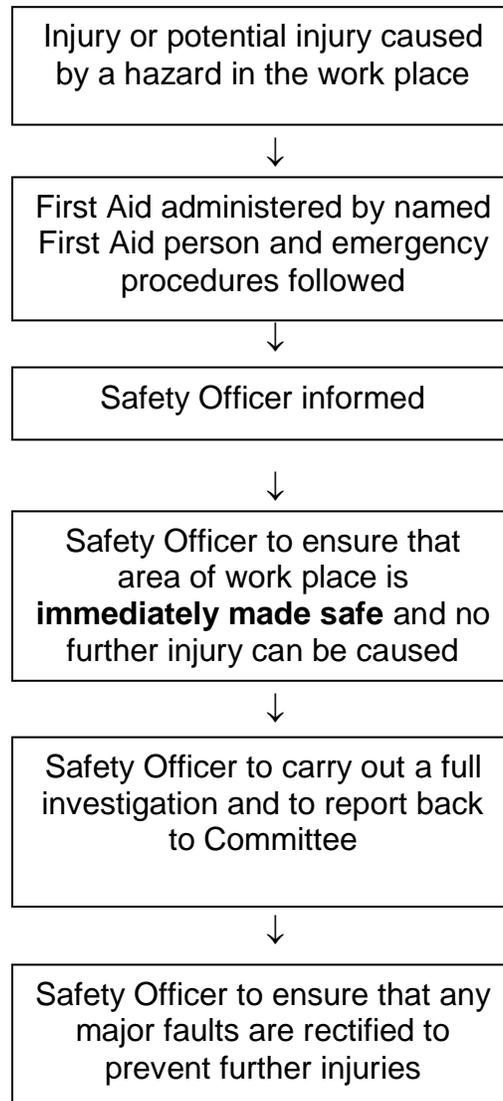
- Do not lift objects which pose undue strain
- Always check the load before moving it
- Avoid the need for handling wherever possible
- Always use appropriate aids
- Do not attempt to lift alone if two people are more appropriate

Training will be provided for volunteers when necessary

## **Monitoring and Reviewing**

ERYBB is committed to ensuring safe working conditions for all volunteers. The Safety Officer – is responsible for monitoring these procedures on a regular basis and the Committee (Trustees) will review this policy annually.

## **FLOW CHART OF PROCEDURES**



On behalf of **ERYBB** we, the undersigned, will oversee the implementation of the Health and Safety Policy and take all necessary steps to ensure it is adhered to.

**Signed:**

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(NB one of the signatories should be the **ERYBB** Health and Safety Officer)

**Name:**

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**Position within *ERYBB*:**

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**Date:**

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**Name:**

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**Position within ERYBB:**

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