



Gloucestershire Brass Band Association (GBBA)

Health and Safety Policy

The person responsible for Health and Safety (H&S Representative) for a GBBA event will be either the Contest Secretary or the Organising Committee member

Action Plans

1. Fire Safety

The H&S representative will make sure that any premises being used has:

- Access to a telephone, in case of an emergency.
- Signage on fire exits that are easily visible and exits will be checked regularly for potential blocks or obstructions.
- Include fire safety within the risk assessment; identifying any high risk areas eg kitchens and what measures are in place, both to reduce risk in these areas and to combat fire, if necessary (e.g. fire blankets/extinguishers).
- Ensure adequate provision of Fire extinguishers and that they have been checked annually and included within risk assessment review;
- Adopt the evacuation procedures of the premises being used taking into account emergency exits, assembly points, and provision for vulnerable members. This will be communicated to all attendees at the beginning and during the event.

2. Electricity in the premises

- Carry out a quick check on any electrical items being used looking for problems such as loose wires, overheating etc. to the H&S Representative.
- Ensure that any portable electrical appliances being used have undergone an annual Portable Appliance Testing (PAT) – if possible, use a qualified person to do this, or, at least, someone who has received some training in using the PAT testing equipment.
- 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.

3. Insurance

The GBBA is covered by Public Liability Insurance. A copy of the certificate is held by the Treasurer.

4. First Aid arrangements

- Adequate “in date” first aid equipment suitable for the number of attendees will be available.
- A qualified First Aider will be appointed for the event.



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- A reporting procedure for accidents and “near misses” using an accident book or accident reporting forms. Information to be kept and stored securely in accordance with the Data Protection Act.
- A phone that can be used for getting help and contacting relevant individuals, if the need arises.

5. Control of Substances Hazardous to Health (COSHH)

Ensure that any premises being hired/used have the appropriate procedures in place and that any hazardous substances are locked away before the event commences.

6. Risk Assessments

A risk assessment form should be completed for any GBBA events, taking into account; the physical environment, the activities that take place, any disabilities or mobility issues in respect of band members and others who may be present, the equipment used and the different types of possible accidents.

The risk assessment is a condition of obtaining a BOPA, issued by Brass Band England or the Local Authority.

The physical environment might include:

- Car park
- Steps and stairs
- Uneven surfaces
- Lighting
- Slippery floors
- Storage of equipment/ personal belongings
- Seasonal changes; e.g. snow and ice, leaves
- Access to exits
- Moving and handling equipment
- Playing concerts outside
- Making refreshments
- Events for which the GBBA is responsible for the audience

The equipment might include:

- Instruments
- Music
- Stands
- Chairs
- Cleaning equipment
- Catering equipment
- Electrical appliances



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- Gas appliances, such central heating boilers
- Office equipment

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 or bites
- Manual handling injuries

Risk assessments for trips to venues/events operated by a third party should include contacting 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.

7. Manual Handling (lifting)

GBBA members and event helpers 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;
- Carrying chairs and tables;
- Carrying PA equipment;
- Loading vehicles for concerts and events.

8. Reviews

This policy should be updated when and where necessary and displayed on the GBBA Website.