

July 2025

# **York Railway Institute Band Section**

## **HEALTH & SAFETY POLICY**

### **Introduction and scope:**

York Railway Institute Band Section is committed to providing a healthy and safe environment for all those involved in the activities it organises.

1. This includes but is not limited to; members, volunteers, contractors and members of the public
2. This includes but is not limited to; rehearsals, performances, fundraising events and any other activity organised by York Railway Institute Band Section

### **Responsibilities:**

1. York Railway Institute Band Section Committee has overall responsibility for health and safety
2. The Health and Safety Officer (Appendix A) for each band has practical responsibility for health and safety at events and activities.

### **Statements of general policy:**

1. York Railway Institute Band Section will seek to prevent accidents and cases of ill-health by managing the health and safety at events and activities it organises.

Actions to be taken: risk assessments to be completed for events and activities as necessary. Where regular venues are used the risk assessment for these will be reviewed on an annual basis.

2. York Railway Institute Band Section will provide clear instructions and information to ensure that members, volunteers and contractors are competent to undertake their activity or work in a healthy and safe manner.

Actions to be taken: tasks performed by members, volunteers and contractors will be risk assessed and appropriate instruction provided to ensure all activity and work is carried out in a safe manner.

3. York Railway Institute Band Section will engage and consult with members, volunteers and contractors on health and safety as appropriate.

Actions to be taken: members, volunteers and contractors will be briefed on health and safety and updated on any changes in risk assessments for regular venues/activities.

Members, volunteers and contractors will be advised how they can raise health and safety concerns.

There will be procedures in place to ensure that any concerns raised are investigated and acted on where appropriate.

4. York Railway Institute Band Section will implement emergency procedures – evacuation in case of fire or other significant incident at the bandroom and will comply with the evacuation procedures of external venues used by the bands..

Actions to be taken: ensure that at least one individual is responsible for knowing the fire procedures for hired venues and for communicating them to members of the band participating in performance at these venues.

#### **First Aid:**

1. The bands of York Railway Institute Band Section will ensure they are aware of First Aid procedures, kits and equipment at external venues.
2. Where practical York Railway Institute Band Section will have designated volunteers within the bands membership that are qualified to administer First Aid.
3. If there is a need for a band member to attend hospital A&E during the course of a rehearsal or event they will be accompanied by another band member.

#### **Electrical Safety:**

1. Where required portable electrical appliances will be PAT tested every 2 years.
2. The bandroom electrical installation will be tested by contractors appointed by York Railway Institute annually.

#### **Hazardous Substances:**

1. The bandroom will keep any substances harmful to health e.g. cleaning materials in a locked storecupboard and they will be used in accordance with COSHH regulations

#### **Fire Safety:**

1. On joining the York Railway Institute Band Section new members will be advised of the fire evacuation procedure and means of escape.

#### **Manual Handling:**

1. Procedures for safe manual handling will be covered in the bandroom risk assessment and event risk assessments.

#### **Training & Information:**

1. Where specific training is identified in risk assessments this will be provided by the York Railway Institute Band Section.
2. York Railway Institute Band Section members will receive a copy of this policy and additional briefings about health and safety from time to time.

#### **Sound Safety:**

York Railway Institute Band Section takes the responsibility of protecting the hearing of members, volunteers and contractors seriously. We will:

1. Ensure there are open lines of communication for individuals to raise concerns about the potential effect on hearing of York Railway Institute Band Section activity
2. Take concerns seriously; York Railway Institute Band Section Committee will work with the individuals to find ways to minimise risk.

**Insurance:**

1. York Railway Institute Band Section will have public liability insurance for its activities

**Policy Review & Member Feedback:**

1. This policy will be reviewed by the York Railway Institute Band Section Committee on a bi-annual basis.
2. York Railway Institute Band Section members may submit concerns about health and safety to the committee at any time or suggest ways to improve the practices of the York Railway Institute Band Section to make them safer.

## **APPENDIX A**

### **Role Description for Band Health and Safety Officer**

1. The Health and Safety Officer is responsible for ensuring that the band complies with the requirements of the York Railway Institute Band Section Health & Safety Policy.
2. The Health & Safety Officer will notify the York Railway Institute Band Section Committee at the very earliest opportunity if they believe that their band has or intends to carry out any activity that is not in compliance with York Railway Institute Band Section Health & Safety Policy.
3. The Health & Safety Officer will ensure that band activities are undertaken in accordance with the Health & Safety requirements of external venues used by the band.
4. The Health and Safety Officer will make band members, volunteers, contractors and engaged performers aware of the requirements of external venues specifically in respect of means of escape in the event of an emergency requiring evacuation.
5. The Health & Safety Officer will ensure that band activities are risk assessed and that such assessments are made available to external venues if required
6. The Health and Safety Officer will make band members aware of any health and safety risks at external venues.
7. The Health & Safety Officer will help foster a positive attitude and culture of personal responsibility amongst band members for their own safety and the safety of others.