

1. GENERAL STATEMENT

This is the Health and Safety Policy Statement of:

Perth & District Pipe Band

Health and Safety at Work etc. Act 1974

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our Band activities
- to consult with our Band Members on matters affecting their health and safety
- to provide and maintain safe equipment
- to provide information, instruction and supervision for Band Members
- to ensure all Band members are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of Band-related ill health
- to maintain safe and healthy practice and performance conditions
- to review and revise this policy as necessary at regular intervals.

Signed:.....Alistair Duthie (*Chair*)

Date:.....1st August 2012

Review date:.....August 2013.....

2. RESPONSIBILITIES AND ARRANGEMENTS FOR HEALTH & SAFETY MANAGEMENT

2.1 The Committee

2.1.1 The Health and Safety at Work Act 1974 places a statutory duty on all Voluntary Organisations to ensure, so far as is reasonably practicable, the safety, health and welfare of all its members and other people who may be affected by their activities e.g. volunteers and members of the public.

2.1.2 The Committee has overall and final responsibility for health and safety matters at practices and performances carried out by Perth & District Pipe Band, and for ensuring that health and safety legislation is complied with.

2.1.3 The Committee will periodically review the operation of its health and safety policy, and will ensure:

- members and volunteers as appropriate receive sufficient information, training and supervision on health and safety matters
- a risk assessment is undertaken and the results written up and made available to all members
- accidents are investigated, recorded and reported to the Committee
- there are arrangements in place to monitor the maintenance of equipment
- there are adequate arrangements to liaise and co-operate on health and safety matters with members of the Committee
- appoint members of the Band to the following positions:
 - First Aider
 - Fire Officer
 - Health and Safety Officer

2.1.4 Day-to-day responsibility for ensuring this policy is put into practice is delegated to Alistair McIntosh (the Health and Safety Officer).

2.2 All Band Members

All Band Members have to:

- co-operate with the Committee on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

2.3 Fire Officer

2.3.1 The Management Committee will appoint a Fire Officer who shall receive appropriate training. At the time of issue of this policy this is Alistair Bryce

2.3.2 The responsibilities of the Fire Officer are to:

- be instructed on potential fire hazards and the use of fire fighting equipment
- ensure that fire drills are arranged
- assist with the efficient evacuation of Band Members and visitors
- liaise with the Fire Brigade at the assembly point ensure Band Members at Upper Springland are aware of the fire alarm and fire drill.

2.4 First Aid Person

2.4.1 The Band will appoint a First Aid Person and ensure that they undertake a recognised training course approved by the Health and Safety Executive (HSE).
At the time of issuing this policy, Dr David Wood Wright has undertaken a recognised training course approved by the Health and Safety Executive (HSE) and is the first aid person for Perth & District Pipe Band.

2.4.2 The trained first aid person will ensure that the first aid box is kept in the correct place, containing the items laid down in the Code of Practice and Guidance Notes published by the HSE and is regularly checked and restocked.

For detailed first aid and accident arrangements see Section 9.

2.5 Risk Assessment

- 2.5.1 The Committee will ensure that a risk assessment will be carried out by a competent person in accordance with the 1992 Management of Health and Safety at Work Regulations and the Approved Code of Practice (ACOP). This risk assessment will be written up, and be made available to all Band members.
- 2.5.2 The written risk assessment will be reviewed and updated annually to ensure it covers all Band Members against all risks, and to ensure that any action identified as needed in the risk assessment has been carried out. The risk assessment will also be updated every time that there is a major change in Band practices. The risk assessment will cover all Band Members of Perth & District Pipe Band, wherever they may be based, and will cover all aspects of their practices and performances.

See Section 13 for a sample risk assessment.

2.6 Training

- 2.6.1 The Band Secretary, currently Neil Myles, will ensure that new Band Members receive information on health and safety as part of their induction.
- 2.6.2 The Committee will organise training for Band Members on health and safety matters as appropriate, including: general health and safety training, first aid, manual handling, fire safety, risk assessment.
- 2.6.3 If Band Members consider they have health and safety training needs they should inform the Committee.

3. BUILDINGS

- 3.1 Perth & District Pipe Band has a responsibility to provide a safe and healthy environment for Band members.
- 3.2 All Band Members are responsible for spotting hazards or potential hazards. If a hazard is seen, it should be removed or dealt with as soon as possible, or if not, reported to a member of the Committee.

Examples of Hazards

Any furniture, equipment or supplies left in an inappropriate place, for example obstructing a gangway, must be removed immediately and placed in an appropriate, safe place.

4. GOOD HOUSEKEEPING

4.1 Aisles & Gangways

Aisles and gangways must be kept clear from obstructions and materials must be stored in safe areas. Under no circumstances must equipment, goods or materials be stacked immediately in front of or obstructing fire doors, fire exits, fire alarms or fire equipment.

4.2 Smoking

Smoking is not allowed at in any building or on any public transport.

4.3 Overcrowding

The Committee will avoid unhealthy and overcrowded practice and performance conditions.

4.4 Ventilation

The Committee will endeavour to provide a well ventilated and comfortable practice venue.

4.5 Temperature

In indoor practice venues the Committee will endeavour to maintain a minimum temperature of 16⁰C. Efforts will be made so far as is reasonably practical to ensure the temperature at any practice does not rise to an uncomfortable level.

4.6 Lighting

Adequate lighting must be provided. If lights are found to be out of order, the fault must be corrected as soon as reasonably possible.

4.7 Noise

The Committee will ensure that ear protection is freely available to all Band Members and are actively encourage the use of ear protection. This is especially important when indoor practices are taking place.

4.8 Equipment Storage and Usage

- Equipment must not be left lying around but must be suitably stored
- No wires must be left trailing across floors
- Except in emergencies, and with the permission of the H&S Officer, no paraffin, bar electric or calor gas fires will be used at the premises of Upper Springland

4.9 Electrical Equipment

- 4.9.1 All building maintenance such as electrical work, carpentry, painting, etc should be carried out by skilled people. Members should not endanger themselves and others by carrying out such work.
- 4.9.2 Broken, ineffective or damaged electrical equipment must be reported. Members should use electrical equipment in accordance with instructions.

5. WELFARE ARRANGEMENTS

5.1 Toilet and Washing Facilities

The Committee will ensure that suitable and sufficient toilets and washing facilities are provided for all Band members in accordance with the minimum requirements of Health & Safety legislation.

- The toilet will be in a separate, lockable room
- Washing facilities will include a supply of clean hot and cold water, soap and suitable means of drying.

5.2 Pregnant Women

Suitable rest facilities and additional considerations will be provided for pregnant Band Members.

6. PERSONAL SAFETY

6.1 Holding or carrying money or valuables for the Band

- 6.1.1 Members who carry money for Perth & District Pipe Band have the right to be accompanied by another person.
- 6.1.2 Visits to the bank should not be at a regular time.
- 6.1.3 Under no circumstances should Band Members put themselves at risk on account of the property of Perth & District Pipe Band. If money is demanded with threats it should be handed over.

6.2 Personal awareness:

There are lots of things we already do that keep us safe, but becoming more aware of our surroundings puts us in control of our environment. The following steps are recommended to all Band Members as being helpful:

6.3 Whilst out and about:

Trust your intuition and listen to your feelings. If you sense something is wrong, it probably is. Acting on intuition may prevent an aggressive situation.

Be observant. Notice everything around you - exit doors, telephones, windows, sources of help. This will make you more aware of your surroundings and help you escape if you need to.

Assess potential risks. Avoid dangerous short cuts, walk facing the traffic on the street side of pavements, think about where you park your car and remember where you have parked it.

Look confident. "Walking tall" and being aware of your surroundings deters assailants.

Never stay in a situation where you think you may be at risk. Don't be afraid to ask for help.

Be aware of personal space - your's and others'. Encroaching on other peoples personal space can make them aggressive. If other people are too close to you and making you uncomfortable, ask for more space or move away.

Don't get into lifts with people who make you feel uneasy. If you are in a lift and feel uncomfortable, get out and use the stairs, or wait for another lift. Make sure you know where the emergency button is and stand where you can reach it.

Don't accept lifts in vehicles from people you have no reason to trust.

Think about what you are wearing. Can you run if you need to?

6.4 Dealing with aggression

If you find yourself in an aggressive situation, what can you do?

Try to stay calm if someone is starting to get angry. Your body language, voice and response can help to defuse a situation. Take a deep breath, keep your voice on an even keel, and try to help.

Offer an angry person a range of options from which they can choose the one they prefer. They will find it difficult to stay angry.

Do not be aggressive back - this is how anger can escalate into violence.

Are you the best person to deal with this situation?

Going to get someone else is often helpful, particularly if they can solve a problem that you can't.

Get on the same level as the aggressor. If they are standing so should you. It makes you feel less vulnerable and makes it easier for you to get away or fetch help if necessary.

Keep your balance and keep your distance.

Do not touch someone who is angry.

Don't let your escape route be blocked.

Keep yourself between an escape route and an aggressor so you can still get away.

If the situation is dangerous, then get away as fast as you can. Never remain alone with an actively violent person.

6.5 REPORTING AND RECORDING

All incidents of aggression or violence should be reported to and recorded by The Committee.

7 FIRE SAFETY

7.1 General

7.1.1 It is not only the responsibility of the Fire Officer, but of all Band members at Upper Springland to be aware of fire hazards, to know the location of fire exits and the assembly point. Everyone must know the fire drill instructions and these will be part of the induction process for all new Band Members.

7.1.2 Access to escape doors, extinguishers and other fire fighting equipment must not be obstructed. The Fire Officer will be instructed on their use.

7.2 Fire Drills

7.2.1 The Fire Officer is responsible for carrying out fire drills and will arrange these to take place at regular intervals, reviewing the success or otherwise of the evacuation and making recommendations for improved practices. He is responsible for ensuring that all Band Members are aware of the evacuation procedures and has the power to remove obstructions from fire exists.

7.2.2 Visitors, including volunteers, must be made fully familiar with the escape routes and assembly point.

7.3 Fire Drill Procedure

7.3.1 When The Fire Alarm Sounds

- Evacuate the building immediately by the nearest exit
- Ensure any visitors leave the building
- Do not put yourself at risk
- Assemble in front of the building

- Do not re-enter the building for any reason until the Fire Officer or fire brigade confirm that it is safe to do so.

7.3.2 **If You Discover A Fire**

- Raise the alarm by operating the break glass switch at the nearest fire alarm call point. These are located in each room.
- Evacuate the building immediately as above.

8 HYGIENE

8.1 All areas must be kept clean and tidy.

8.2 Toilets must be washed regularly and kept clean.

8.3 All wash basins should be provided with hot water, soap, clean paper towels or hand dryers.

8.4 Vending machines for sanitary products and disposal bins should be provided. Bins should be emptied and sanitised regularly.

9 FIRST AID AND ACCIDENT REPORTING

9.1 First Aid

9.1.1 First Aid provision will be available at all times in an appropriate and accessible First Aid Box.

9.1.2 The First Aid Box is kept

9.1.3 At least one Band Member will receive appropriate first aid training.

9.1.4 All new Band Members will be told as part of their induction of the location of first aid equipment and the name of the Member who has received first aid training.

9.1.5 A record of all first aid cases treated will be kept in the Accident Book, which will be kept with the First Aid Box.

9.2 Accidents and Emergencies

- 9.2.1 All Band Members must report all incidents which resulted or nearly resulted in personal injury to themselves or others, to the Health & Safety Officer and make sure the accident is recorded in the Accident Book.
- 9.2.2 The Health & Safety Officer will ensure that relevant personal details of individual(s) will be stored separately from the Accident Book in a secure location to comply with the Data Protection Act 1998.
- 9.2.3 It is the responsibility of the Health & Safety Officer to ensure that any necessary follow-up action is taken to reduce the risk of the accident or near accident recurring.
- 9.2.4 The Health & Safety Officer is responsible for reporting incidents which come within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR), to Health & Safety Environmental Health Department. RIDDOR covers the following incidents:
- fatal accidents
 - major injury accidents/conditions
 - dangerous occurrences
 - accidents causing more than 3 days' incapacity from work

10. HAZARDOUS SUBSTANCES (COSHH)

10.1.1 General Statement

Under the 1992 COSHH (Control of Substances Hazardous to Health) Regulations employers have a duty to make an assessment of the risks related to hazardous substances e.g. chemicals, noxious fumes etc. In accordance with the Approved Code of Practice this assessment will be carried out and written down by a nominated competent person.

- 10.1.2 The person responsible for carrying out this assessment will be Alistair McIntosh
- 10.1.3 Following this assessment, in accordance with the Approved Code of Practice (ACOP) The Health and Safety Officer will, in the first instance, take action to remove any hazardous substances.

10.2 Monitoring

- 10.2.1 If for any reason a member of staff or volunteer has been exposed to a possibly hazardous substance, levels of exposure will be monitored.
- 10.2.2 At all times levels of ill-health related to exposure to hazardous substances at work will be monitored.
- 10.2.3 from other workers, and use proper protective equipment which shall be made available.

11 LIFTING AND HANDLING

- 11.1 The Band members should avoid manual lifting where at all possible. However, Band members will be required to manually lift and handle their instruments. Correct manual lifting and handling reduces the effort required and prevents strain and risk of injury.
- 11.2 Band Members should not put themselves at risk by attempting to lift heavy loads which could be taken apart or divided into smaller quantities. Any Band Member feeling a strain should stop immediately.

12 STRESS MANAGEMENT

The Committee should:

- ensure Band Members' involvement, particularly during periods of change.
- give opportunities for Band Members to contribute in the planning and organisation of their own specific role.
- implement effective policies and procedures for dealing with bullying and any form of harassment
- encourage good communications between Band Members and Committee Members
- promote the maintenance of a supportive culture within the Band
- where appropriate take into consideration Band Members' personal situation/problems at home

CONTACT

Local Health and Safety Inspector's Office address and telephone number:

Mr T Gray Pullar House, 35 Kinnoull Street, Perth PH1 5GD.

13 SAMPLE RISK ASSESSMENT FORM

<p>What are the hazards?</p> <p>Spot hazards by walking around the venue, talking to members, and checking equipment.</p>	<p>Who might be harmed, and how?</p> <p>Remember:</p> <ul style="list-style-type: none"> • some members have specific needs • people who are not present when the assessment is taking place • members of the public 	<p>What are we already doing?</p> <p>List precautions already in place.</p>	<p>List actions to be taken.</p> <p>Note Who will take the action and by what date.</p>