

Health & Safety Policy & Procedures For Fakenham Town Band As Of 08/08/2026

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1. Statement of Intent

This brass band is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all members, volunteers, audience members, contractors and members of the public who may be affected by our activities. We will comply with all relevant UK health and safety legislation and guidance.

The Health and Safety at Work Act (1974) is the main piece of legislation governing Health and Safety at work. It places a duty on employers to ensure the general health and safety of their employees, as well as volunteers and members of the public using services provided by the employer.

2. Scope

This policy applies to all band activities, including:

- Rehearsals
 - Performances and concerts
 - Marches and parades
 - Travel to and from events
 - Social events and fundraising activities
 - Storage, transport and use of instruments and equipment
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3. Legal Framework (UK)

We will operate in accordance with, but not limited to:

- Health and Safety at Work. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Manual Handling Operations Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006

4. Roles and Responsibilities

Band Committee

- Ensure appropriate health and safety arrangements are in place
- Review policies annually
- Ensure risk assessments are completed and acted upon

Health & Safety Officer (or nominated committee member)

- Maintain risk assessments
- Report and investigate incidents
- Provide advice to members

Members and Volunteers

- Take reasonable care of their own health and safety
 - Follow band procedures and instructions
 - Report hazards, near misses and incidents promptly
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5. Risk Assessment Procedure

- Risk assessments will be carried out for all band activities
- Assessments will identify hazards, who may be harmed, and control measures
- Assessments will be reviewed annually or after incidents

Typical Risk Assessments Include:

- Rehearsals (indoor venues)
- Performances (indoor and outdoor)
- Marching and parades
- Manual handling of instruments and storage equipment
- Travel and transport
- Use of electrical equipment

6. Rehearsals and Venues

- Venues must have clear fire exits and adequate lighting
 - Floors must be suitable and free from trip hazards
 - Chairs and music stands must be in good condition
 - Adequate ventilation must be provided
 - Noise exposure will be monitored and mitigated
 - Fakenham Town Band's current residence, Colkirk Village Hall, has its own Health & Safety Policy that has been checked and approved of on eg/eg/2026 by "Mr Smith"
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7. Noise and Hearing Protection

- Prolonged exposure to loud music can damage hearing
 - Rehearsals will include breaks
 - Members are encouraged to use ear protection where appropriate
 - Seating arrangements will be adjusted to reduce exposure
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8. Manual Handling

- Members should avoid lifting heavy equipment alone
 - Trolleys should be used where possible
 - Training and guidance will be provided on safe lifting techniques
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9. Instruments and Equipment

- Instruments must be maintained in safe condition
 - Electrical equipment (e.g. PA systems) must be PAT tested where required
 - Cables must be secured to prevent trip hazards
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10. Travel and Transport

- Vehicles used must be roadworthy and insured
- Drivers must hold valid licences and insurance policies
- Instruments must be secured during transport
- Rest breaks should be taken on long journey

11. First Aid

- A basic first aid kit will be available at rehearsals and events
 - A nominated first aider will be identified where possible
 - Emergency contact details and medical requirements will be held securely
 - Fakenham Town Bands First Aiders of 2026 Are:
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12. Fire Safety

- Members must be familiar with venue fire procedures
 - Fire exits must be kept clear at all times
 - No naked flames unless permitted by venue management
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13. Safeguarding (Children & Vulnerable Adults)

- The band includes members under the age of 18 and is committed to safeguarding their welfare
- A separate Safeguarding Policy will be maintained and followed
- A nominated Safeguarding Officer will be appointed
- Appropriate DBS checks will be completed for relevant roles
- Parental consent and emergency contact details will be obtained for all under-18 members
- Any safeguarding concerns must be reported immediately to the Safeguarding Officer

Accompanying Children to Hospital

- Ideally if the situation is not an emergency then the parent/carer should be contacted in order to take the child to hospital.
- In an emergency call 999 and ask for an ambulance or a paramedic. In this situation, every effort must be made to accompany a child to hospital, in the ambulance.
- 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. 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 adults to travel with the child.

14. Incident, Accident and Near-Miss Reporting

- All accidents, incidents and near misses must be reported as soon as possible
- An Accident / Near-Miss Report Form will be completed for each occurrence
- The Health & Safety Officer will investigate where necessary
- Serious incidents will be reported under RIDDOR where applicable
- Records will be retained securely in line with data protection requirements

Definition of a Near Miss

A near miss is an unplanned event that did not result in injury or damage but had the potential to do so (e.g. trips, falling equipment, electrical faults).

15. Equality and Accessibility

- The band will provide inclusive and accessible activities
 - Reasonable adjustments will be made where possible
 - Discrimination or harassment will not be tolerated
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16. Alcohol, Drugs and Medication

- Alcohol consumption during performances or rehearsals is prohibited
 - Members must not participate if impaired
 - Prescription medication must not affect safe participation
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17. Review and Monitoring

This policy will be reviewed annually or following significant changes or incidents. A log will be kept which holds information on what reviews and changes have been made and by whom.

18. Parental Consent & Medical Information (Under 18s)

This form must be completed for all members under the age of 18 and kept securely.

Parental / Guardian Consent Form

Band Name: _____

Name of Child / Young Person: _____

Date of Birth: _____

Home Address:

Parent / Guardian Name: _____

Relationship to Child: _____

Contact Telephone Numbers:

- Primary: _____
- Emergency: _____

Email Address: _____

Medical Information

Does the child have any medical conditions the band should be aware of? Yes / No

If yes, please provide details:

Medication required during band activities? Yes / No

If yes, details and instructions:

Allergies (including food, medication, latex, etc.):

Any additional support needs or reasonable adjustments required:

Consent

I give permission for my child to participate in band rehearsals, performances, trips and related activities. I consent to my child receiving first aid or emergency medical treatment if required, and I understand that I will be informed as soon as possible.

Parent / Guardian Name: _____

Signature: _____

Date: _____

Data Protection Notice:

Information provided will be stored securely and used only for the purposes of safeguarding, health and safety, and emergency response, in accordance with UK GDPR.

Approved by: _____

Date: _____

Review Date: _____

19. Next of Kin & Medical Information (Over 18s)

This form must be completed by all adult members and volunteers and kept securely.

Personal Details

Band Name: _____

Member Name: _____

Date of Birth: _____

Address:

Telephone Number: _____

Email Address: _____

Next of Kin Details (Over 18s)

Next of Kin Name: _____

Relationship: _____

Contact Telephone Numbers:

- **Primary:** _____
- **Secondary:** _____

Medical Information (Over 18s)

GP Surgery Name & Telephone (optional):

Do you have any medical conditions the band should be aware of? Yes / No
If yes, please provide details:

Medication that may be required during band activities:

Allergies (including food, medication, latex, etc.):

Any additional support needs or reasonable adjustments required:

Consent

I consent to the band holding this information for health, safety and emergency purposes. I consent to receiving first aid or emergency medical treatment if required.

Member Name: _____

Member Signature: _____

Date: _____

20. Fakenham Town Band Accident & Near-Miss Report Form

Date of Incident: _____

Time: _____

Location: _____

Person(s) Involved: _____

Age: _____

Description of Accident / Near Miss:

Was anyone injured? Yes / No

If yes, describe injury:

Immediate Action Taken:

Was first aid given? Yes / No

If yes, by whom: _____

Further action required to prevent recurrence:

Reported by: _____

Signature: _____

Date: _____

21. Annual Reviews & Alterations Log

28/07/2026 - H&S Policy Final Draft Created By Shane Sadler

07/08/2026 - H&S Policy Finalised & Approved By Committee