

Stone Youth Marching Band



Health & Safety Policy

Contents

Contents.....	2
The purpose and scope of this policy.....	3
Accident Reporting.....	4
Procedures and Guidelines.....	4
First Aid.....	4
Fire Safety.....	5
Insurance.....	5
Risk Assessment.....	5
Appendix 1.....	7
Risk Assessment Template.....	7

The purpose and scope of this policy

Stone Youth Marching Band is committed to upholding excellent levels of health and safety in order to safeguard the health and wellbeing of all our volunteers, young people, and visitors. To ensure this, Stone Youth Marching Band is committed to:

- providing adequate control of the health and safety risks arising from our activities through a risk assessment process.
- consulting with our volunteers on matters affecting their health and safety.
- providing and maintaining safe premises and equipment.
- ensuring information, support and guidance is provided on the safe handling and use of substances.
- ensuring all volunteers are competent to do their tasks, and to give them adequate training, instruction and supervision
- preventing accidents and cases of work-related ill health
- maintaining safe and healthy working conditions
- reviewing and revising this policy as necessary at regular intervals.

Management Committee

The Management Committee is ultimately responsible for the Health and Safety policy and practice of Stone Youth Marching Band. Their role is to:

- Ensure a policy is in place.
- Ensure roles are allocated for its enactment.
- Monitor and review the policy annually.
- Consider reports of accidents and incidents.
- Consider training needs.
- Ensure adequate resources are allocated for Health and Safety training.

Employees and volunteers

All volunteers have an obligation to take reasonable care for their own health and safety, and for that of others, and to co-operate with Stone Youth Marching Band with respect to health and safety matters. Volunteers are requested to:

- Report any significant hazard or malfunction (e.g. trip hazards or broken equipment) to their supervisor.
- Conform to all instructions, written or verbal given to promote personal safety and the safety of others.
- Be sensibly and safely dressed for their particular task, location and conditions and to use appropriately and effectively all safety equipment and any other safety equipment that may be provided.
- Avoid improvisation in any form which could create unnecessary risks to health and safety (e.g. climbing on a chair to reach heights)
- Not bring into Stone Youth Marching Band, without the appropriate authority, any tool, substance or piece of equipment of their own which

is potentially hazardous to the health and safety of themselves or others.

- Report to their supervisor all accidents, whether injury was sustained or not, including any incidents of violence and aggression.
- Attend and participate in training as required.
- Be aware of the emergency evacuation procedures, positions of fire alarms, equipment and exits.

Accident Reporting

It is the responsibility of the Management Committee to ensure that the following procedures for reporting and investigation of all accidents are implemented, and that all volunteers are aware of these procedures:

- All accidents (and 'near misses') are recorded on an Accident Form and then logged in the Accident Book; copies of Accident Forms are kept in the main document folder and the Accident Book is kept in the wheeled case.
- All accidents will be investigated by the Management Committee and a note of the investigation will be made on the relevant Accident form.
- Corrective action is taken to prevent a reoccurrence.
- Report forms and full details of reportable accidents and incidents are kept and maintained.

Procedures and Guidelines

Whilst the Management Committee has overall responsibility for Health and Safety, the Health and Safety Officer is responsible for co-ordinating the day to day implementation of the Health and Safety Policy and Procedures. This includes:

- Regularly meeting with the First Aid Officer and the Fire Safety Officer to discuss issues.
- Ensure the First Aid Officer and the Fire Safety Officer are adequately trained and supported to carry out their roles .
- Carrying out necessary Risk Assessments with colleagues.
- Reporting any Health and Safety issues or incidents to the Management Committee.
- Ensuring that Health and Safety information is included in new volunteer inductions.

First Aid

- All members of the Leadership Team will be responsible for First Aid
- The First Aid kit will be regularly checked and restocked by Louise Bailes
- The First Aid box is kept in the wheeled case and transported to events
- The Accident Book is in the wheeled case and Accident Forms are available from the main document folder

Fire Safety

- The Fire Safety Officer is Harry Taylor
- The Fire Safety Officer will ensure that all volunteers receive information about Fire regulations and Fire drills are held regularly
- The Fire Alarms are ENTER LOCATION
- The Fire Extinguishers are ENTER LOCATION
- Fire Drills will be held: WHEN/HOW OFTEN?
- The Fire Exits are ENTER LOCATION
- The Emergency assembly point is ENTER LOCATION

Insurance

The group has appropriate insurance for its needs. This is:

Making Music Commercial Insurance
Policy No MMCCIWMSYM
0330 024 2266

Risk Assessment

All Stone Youth Marching Band's activities are risk assessed to ensure that all necessary measures are put in place to safeguard volunteers, young people, and the public. All risk assessments are carried out by a minimum of two volunteers or committee members (including the volunteer supervising the activity), kept on file, and regularly reviewed and updated. The risk assessment template can be found in Appendix 1.

Whilst every risk assessment is different, it is likely that they will cover the need for:

- Consent and Information forms for young people.
- Information and emergency contact details for volunteers.
- Continuous implementation of Stone Youth Marching Band's Child Protection Policy and Procedures.
- Regular checking of all equipment (including First Aid and Fire Alarms) and premises used by the club.
- Appropriate insurance for all activities.
- Adequate worker ratios, training and supervision for all activities.

Version History - Approval and Review

Version No	Approved by	Approval Date	Main Changes	Review Period
1	Trustees	10/10/2026	Added names of officers	Annually

Appendix 1

Risk Assessment Template

Risk Rating

Risk ASsessment involves reviewing each hazard and rating it according to the severity of it occurring combined with the likelihood of it occurring. The decision about what action to take will be influenced by the rating, e.g., a high risk rating of $5 \times 5 = 25$ would require immediate and careful action.

Assessing the likelihood of a hazard and the severity of the outcome is based on the following severity scale for physical injuries:

Severity Scale	1	2	3	4	5
Likely severity	Minor non-immobilising injury or trauma not requiring hospital treatment	Non-immobilising injury or trauma but requiring hospital treatment	Immobilising injury or trauma requiring hospital treatment	Severe injury or trauma requiring urgent hospital treatment	Very severe life threatening event

And a likelihood scale for the hazard occurrence:

Likelihood Scale	1	2	3	4	5
Likely severity	Highly unlikely	Unlikely	Possible	Likely	Very likely

RISK MATRIX		Severity		
		1 - Minor injury (e.g. hazard can cause illness, injury, or equipment damage but the results would not be expected to be serious)	2 - Significant injury (e.g., hazard can result in serious injury and/or illness, over 3 day absence)	3 - Major injury (e.g., hazard capable of causing death or serious and life threatening injuries)
Likelihood of harm	1 - Unlikely (injury rare, though possible)	1 - Low	2 - Low	3 - Medium
	2 - Possible (injury could occur occasionally)	2 - Low	4 - Medium	6 - High
	3 - Probable (injury likely to occur, can be expected)	3 - Medium	6 - High	9 - Extreme

Risk Evaluation

This is calculated by multiplying the likelihood against the consequence e.g. taking a likelihood of 1, which is classified as Unlikely and multiplying this against a Potential Consequence of 2, which is classified as Significant Injury, would give you an overall Risk Rating of 2, which would result in an overall evaluation as a low risk.

- 1 to 2 = Low risk: Low risks are largely acceptable, monitor periodically to determine situation changes which may affect the risk, or after significant changes
- 3 to 4 = Medium risk: Medium risks at the upper end of this band should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced, within a defined time period. Risks on the lower end should be reduced if practicable.
- 6 to 8 = High risk: High risks activities should cease immediately until further control measures to mitigate the risk are introduced. The continued effectiveness of control measures must be monitored periodically.

- 9 = Extreme risk: Work should not be started or continued until the risk has been mitigated. Immediate action is required to reduce exposure. A detailed mitigation plan must be developed, implemented and monitored by senior management to reduce the risk before work is allowed to commence.

An example risk assessment for indoor practices is provided below:

Activity	Hazard and Potential Effect	Persons at Risk	Likelihood 1 to 5	Severity 1 to 5	Risk Factor	Observations & Current Control Measures (Risk Management)	Additional Action Required to Control Risk (Risk Management)	Action By
Indoor								
Uneven and/or slippery floor	May suffer injuries such as fractures or bruising if they slip or trip over on poor floor surface or where spillages have occurred	Band Members	2	2	4	Floor surfaces maintained to be even as much as possible. Drinks not allowed on floor.	Surface to be inspected regularly	
General untidiness	May suffer injuries such as fractures or bruising if they slip or trip over where attributed to poor housekeeping and untidiness	Band Members	1	2	2	Best practice to be employed at all times Rehearsal and playing area to be kept tidy at all times	General tidiness/cleaning undertaken and inspected regularly	
Finger trap hazard, door closers not fitted	May suffer cuts, bruises, fractures if door closures not fitted and/or doors not properly maintained	Band Members	1	1	1	See venue risk assessment	Staff to sweep the area before each session and ensure that members are briefed on any risks	