

Wirral Big Band and Pop Orchestra – Health and Safety Policy

1. Introduction

Wirral Big Band and Pop Orchestra is committed to providing a safe and healthy environment for its members and audiences. While we are a voluntary community organisation, we recognise our duty of care and will take all reasonable steps to prevent accidents, injuries, and ill health arising from our activities.

Our objectives are to:

- Identify and control risks associated with events, including rehearsals, performances.
- Provide clear guidance to members where appropriate.
- Ensure that first aid and emergency procedures are in place.
- Promote a culture of care and responsibility among all members.

This policy will be reviewed annually, or sooner if circumstances change.

2. Responsibilities

- **Committee:** Ensure this policy is implemented, reviewed, and communicated, and that risk assessments, incident reporting, and safety checks are carried out. Liaise with any venues in which we rehearse or perform in order to comply with their safety procedures
- **All Members:** Take reasonable care of their own health and safety, follow instructions, and report hazards or incidents immediately.

3. Risk Assessment

We will carry out risk assessments for:

- **Rehearsals:** Safe access/egress, fire exits, trip hazards, lifting/handling of chairs, stands, and instruments, noise exposure, electrical equipment.
- **Performances:** Stage safety, electrical equipment, lighting, crowd management, and emergency evacuation.

Risk assessments will be documented, reviewed regularly, and shared with members.

Travel to and from events is the responsibility of each individual member and does not require to be risk assessed.

Health and Safety Arrangements

4.1 First Aid

- At least one person from each band will be nominated as a first-aid co-ordinator, taking responsibility for maintaining the first aid kit, recording any incidents, and liaising with emergency service should this be necessary.
- A first aid kit will be available at rehearsals and performances.
- All incidents and near misses will be recorded in an accident book.

4.2 Fire Safety

- Members will familiarise themselves with fire exits and evacuation routes at each venue.
- No fire exits will be blocked by instruments, cases, or equipment.

4.3 Electrical Safety

- Mains-powered electrical devices must not be used if they are cracked, damaged, corroded or show signs of burning. Similarly, cables having, abrasions, fraying or exposed wires must not be used
- Cables will be taped or routed to prevent trip hazards, and extension cables should only be used fully unwound to prevent overheating.

4.4 Manual Handling

- Members are under no obligation to assist with lifting heavy instruments or equipment. Those who choose to help do so at their own risk, must take care when doing so, and request assistance if required.

4.5 Access to rehearsal rooms and venues

- Access to rehearsal rooms and performance venues may involve steps, narrow corridors and staircases, which could be problematic for those with restricted mobility, particularly if they have bulky instruments. Assistance will be provided to any member who requests it.

4.6 Noise

- Members should be aware of potential hearing risks from prolonged exposure.
- Ear protection is encouraged, particularly for percussion, brass, and amplified instruments.

4.7 Safeguarding

- Wirral Big Band and Pop Orchestra will maintain a safeguarding policy in line with statutory guidance.

5. Communication

Health and safety information will be included in welcome packs and on the website.

- Safety reminders will be given at regular intervals and before special events.
- Members will be encouraged to raise safety concerns with the committee at any time.

6. Review

This policy will be reviewed annually by the committee and updated as necessary to reflect changes in legislation, venues, or band activities.