Saffron Walden Town Band – Health and Safety Policy

1. Purpose

Saffron Walden Town Band is committed to providing a safe and healthy environment for all members, volunteers, visitors and members of the public who attend or participate in the band's activities. The Committee recognises its responsibility to take reasonable steps to reduce risks associated with the band's activities and expects all members to contribute to maintaining a safe environment.

2. Scope

This policy applies to all rehearsals, concerts, social events, and any other events organised by or on behalf of the band.

3. Responsibilities

The Committee will:

- Promote a safe environment for all band activities.
- Identify and manage significant health and safety risks where appropriate.
- Ensure suitable first aid arrangements are available where reasonably practicable.
- Investigate and record any significant accidents or incidents.
- Review this policy regularly.

Members and Volunteers will:

- Take reasonable care of their own health and safety and that of others.
- Follow any reasonable instructions relating to health and safety.
- Use equipment responsibly.
- Report hazards, accidents or unsafe conditions to a committee member as soon as possible.
- Avoid any behaviour that could place themselves or others at unnecessary risk.

4. Risk Assessments

The Committee will carry out risk assessments where appropriate.
Where activities take place in hired venues, members should also follow the venue's own health and safety procedures.

5. Fire Safety and Emergencies

Members should familiarise themselves with emergency exits and evacuation procedures whenever attending rehearsals or events.
In the event of an emergency, members should follow the instructions of the venue staff or emergency services.

6. Equipment

Members are responsible for the transportation of their own instruments and equipment.
Members should:

- Handle instruments, percussion equipment, music stands and other equipment with care.
- Report damaged or defective equipment.
- Take reasonable care when lifting or moving heavy items and seek assistance where necessary.
- Ensure electrical equipment owned by the band is maintained in a safe condition.

7. Accidents and First Aid

Any accident, injury or near miss occurring during a band activity should be reported to a committee member as soon as possible. A record will then be kept.
Where appropriate, details will be recorded, and any necessary action taken to reduce the risk of similar incidents occurring in future.

Policy adopted/reviewed

We are committed to reviewing our policy and good practice annually.

Musical Director signature: S.T. Mason **Date:** 07/09/2026

Chairperson signature: S Luckham **Date:** 07/09/2026