

“BOGUS BROTHERS”

Health and Safety Policy

Policy statement

It is the policy of "Bogus Brothers" (BB) to provide activities in a safe manner without risk, so far as is reasonably practicable.

Responsibilities

The overall responsibility for the implementation of the Health and Safety Policy lies with The Bogus Brothers personnel. The Bogus Brothers Management recognise that they have a duty of care with regard to the players in the band

and accept that ensuring the players' health, safety and well-being during band activities is one of their primary functions. They also recognise that they are responsible, so far as is reasonably practicable, for the safety of anyone who may be affected by the band's activities.

Day to day responsibility for putting this policy into practice is delegated to the Health and Safety Officer or an authorised nominee at the venue where the band are performing.

All Band Members have an individual responsibility for ensuring their own personal health and safety and that of others that may be affected by their acts.

These responsibilities include:

- co-operating with The Bogus Brothers Management and Health and Safety Officer
- not interfering with any equipment provided to safeguard their health and safety
- reporting to The Bogus Brothers Management any risks to health and safety
- recording all accidents and incidents in the Accident Book.

Putting the policy into practice

BB will:

- bring this policy to the attention of all its Members
- display a copy at all premises hiring the band
- ensure they are aware of all relevant signage and emergency instructions displayed and maintained throughout the premises and facilities used
- appoint a Health and Safety Officer to implement the policy and its procedures
- take out and maintain adequate insurance to cover all possible liabilities
- maintain an accident book and first aid box
- ensure regular inspection of electrical equipment
- carry out appropriate risk assessments and take any action to minimise risk
- Be aware of established emergency action plans at the venues they attend to perform
- ensure safe handling, use and storage of substances
- identify and implement any maintenance required to equipment
- ensure that the same standards apply to activities taking place away from the normal rehearsal venues, including during journeys
- provide regular training for the health and safety officer and first aiders
- ensure that there is financial provision to meet health and safety needs
- review this policy every year.

Risk Assessment Procedures

Risk assessments, including fire risk assessments, should be carried out at regular intervals and for all new activities. These assessments should be stored in the health and safety file.

Incident Procedures

Evacuation (fire, etc)

The Health and Safety Officer concerned should ensure that the band members are aware of

- a record of all people on the premises at any one time is kept
- a procedure is in place for the immediate evacuation of all people on the premises
- all volunteers are aware of the marked fire exits and evacuation meeting point
- a procedure is in place for taking a head count
- a procedure is in place for contacting the emergency services
- a practice emergency evacuation is carried out at least every 12 months
- fire extinguishers, emergency lighting and other safety equipment is maintained and checked at appropriate intervals.

First Aid

The Health and Safety Officer should ensure that the band are aware of the following

- a first aid box is provided and maintained
- up to date emergency contact details are kept for all band members
- at least one person within each section of the venue has up to date first aid training
- The Band know who the designated first aiders are
- The Band know what to do when a designated first aider is not present.

Recording and reporting of accidents and incidents

The Health and Safety Officer should ensure that the band are aware of

- the position of an accident book kept on site and the band are aware of its location
- the accident book is stored in a secure and lockable location
- The Band know how to record an incident and who to report it to
- The Bogus Brothers Management have been notified
- and are aware of what incidents are reportable to the Health and Safety Executive
- the records of accidents and incidents for at least 3 years.

Training

The Bogus Brothers Health and Safety awareness and training

Health and Safety training will be provided to all Band members and as part of a general induction.

This training will be provided within four weeks of joining the Band.

Job specific training for Band Members will be provided as required.

Training records will be kept by the Band Management

Policy adopted ...1st August 2013 (date)

Signed ...*Tony Williams*. The Bogus Brothers Management

Date of next review ..1st August 2014.