

Health and safety policy

This is the statement of general policy and arrangements for:

The Jjarrs

Overall and final responsibility for health and safety is that of:

Matthew Parish – Band Manager

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Matthew Parish/Toby Winkworth/Matt Martin/Phil Lane/Nigel Gray

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements (Customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Matthew Parish – Band Manager	Location is assessed by MP on arrival to determine any specific issues. All equipment is inspected by individual band members, however, the safety status of each piece of equipment used is assessed and verified by MP
To provide adequate training to ensure employees are competent to do their work	Matthew Parish – Band Manager	No formal training is required to be a member of the band, however, each band member is full aware of the need to maintain the health and safety of the bands activities. All 5 members of the band are competent at maintaining the equipment used by the band
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Matthew Parish – Band Manager	Each band member is expected to liaise with MP regarding occupational health issues and any personal health and safety concerns they may have.
To implement emergency procedures - evacuation in case of fire or other significant incident.	Matthew Parish – Band Manager	Evacuation & Emergency procedures are discussed with venue owner/management on arrival. Band members are briefed with regard to these arrangements prior to any performance. MP is trained to perform fire risk assessments if the need arises. AM and MP are trained to operate fire appliances in the event of having to take direct action
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Matthew Parish – Band Manager	All equipment used by the band for musical performances is assessed by their individual owner periodically. All electrical equipment is assessed under the Portable Appliance Testing Regulations.

Health and safety law poster is displayed:	The band do not carry this as we do not own premises. This responsibility rests with the venue owner/manager		
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)	First aid box is housed in MP's motor vehicle as this vehicle is always in attendance when the band perform. Any RIDDOR incidents would be investigated as required using HSE standard documentation and reporting methods. Any incident of this nature would be discussed with the venue or booking organisation. If responsibility rests with the band, MP will report any such incidents as necessary.		
Signed: (Employer)	Matthew Parish	Date:	1st August 2016
Subject to review, monitoring and revision by:	Matthew Parish	Every:	24 months or sooner if work activity changes

Risk assessment

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

Organisation name: The JJarrs

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Trips 1	Band members, guests and members of the public through tripping over wires and cables placed by the band	When the band set up all wires are run around the back of the band to limit the likelihood of personnel walking over them. Cables and wires to the front side of the stage are positioned behind monitor speakers and under mic stands. Where wires pass over walkways and performance areas they are fixed every 40cm to the floor using Gaffa Tape	All band members are re-briefed about the need to manage the cables used when setting up the band. The use of cable ties for coils of wire/cable are provided and should be used to keep cables tidy where they are longer than required.	All band members	01/08/2016	01/08/2016
Trips 2	Band members, guests and members of the public through tripping over lighting, speakers and monitor cabinets	When equipment is positioned the equipment is positioned to limit the likelihood of trips and falls. Speakers, monitor cabinets and lighting are positioned in a defined "Front Line" which demarcates the "performance area" from the "public areas". Equipment is of significant size that members of the public can easily see them.	If required, members of the public will be informed of the need to take care when moving close to the "performance area" to avoid equipment so as to prevent possible trips or falls	All band members	01/08/2016	01/08/2016
Electrocution	Band members through the failure of equipment used during musical performances	All electrical equipment is PAT tested by competent members of the band. A log is kept of all equipment and each piece carries a label of Test. Mains power supplies are assessed by the band for suitability prior to use. The band uses a "Power Conditioner" to protect equipment from surges, spikes. This also trips following a fault and monitors the power supply to the band equipment	All wires used are fused to the correct rating. Power leads are inspected prior to use to ensure integrity is maintained. Any item found to be faulty prior to use is isolated from stock and either marked for repair or disposed of.	All band members	01/08/2016	01/08/2016
Fire	Band Members through the failure of equipment provided by the band or from equipment provided by venues	All equipment is correctly fused and PAT tested. Therefore the risk of fire is greatly reduced. Equipment that produces heat through use (transformers, lighting etc) are positioned away from combustible material and are used in accordance with manufacturers guidance. MP is trained to assess fire risk and take appropriate action as required	When the band performs in Marquees or temporary structures or where drapes or curtains are used an onsite assessment is conducted to ensure equipment cannot be brought into contact with such items throughout performances.	All band members	01/08/2016	01/08/2016
Falls	Band Members – falling off of staging equipment	When using staging equipment the band take appropriate precautions to ensure the positioning of equipment does not increase the risk of falling. Where required the band will request further railings	If staging is deemed to be unsafe the band will request alternative arrangements or action be taken by the venue owner/manager. If public or guests enter the stage or	All band members	01/08/2016	01/08/2016

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		or safety measures be installed prior to performances. Members of the public/guests are not permitted to enter staging or performance areas when the band is setting up or performing. All stools used by band members are of the 3 legged variety to adapt to uneven floors or stage and prevent falling over	performance area the band will cease playing until the situation is resolved.			
Heat/Ventilation	Band members - heat exhaustion through performing in high temperature situations	All band members are briefed on the need to be aware of high temperatures when performing and the consequences. Each band member is responsible for ensuring they are wearing suitable clothing to keep as cool as possible. Drinks are provided to each band member to reduce dehydration. Sets are restricted to a maximum of one hour each with breaks in between to allow for rest. Doors, windows and ventilation systems are expected to be employed when required.	If heat presents a significant risk to health, performance times will be reduce and more breaks inserted. If this does not prove effective performances may be cancelled. The use of fans or air conditioning units in venues should be used if available	All band members	01/08/2016	01/08/2016
Noise	Band members, members of the public and guests – possible hearing damage from loud volume levels	Members of the band will limit possible hearing damage through control of their own monitor levels on stage. Each member can use ear plugs if required. Levels of volume of outboard PA system is monitored at the time of sound check to ensure volume levels are appropriate for the venue.	If required, volume levels can be reduced. The band manages all volume levels only. Members of the public do not have access to volume controls.	All band members	01/08/2016	01/08/2016
Manual Handling/Heavy Lifting	Band members – injuries sustained through the lifting of equipment into a venue	Venues are assessed prior to moving any equipment into a venue to determine any problems that may present a manual handling problem and solutions are established. The band carries, sack barrows and dollies to move heavy equipment. Where appropriate heavy equipment is fitted with breaked wheels. Where lifting is required two or more band members coordinate moving of equipment. MP is trained in manual lifting techniques and can asses situations.	Each member of the band is briefed regarding manual handling techniques and where required advised of the need to take additional care.	All band members	01/08/2016	01/08/2016
Foot injuries	Band members – injuries sustained when moving equipment into venues	Each band member is expected to wear suitable footwear when the band is setting up to reduce the chance of foot injuries sustained through equipment dropping on feet during moving. Safety shoes shouldn't be necessary however open toed shoes and sandals are discouraged	If required the use of safety shoes will be requested.	All band members	01/08/2016	01/08/2016

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Motor Vehicles	Band members, members of the public – the risk of being hit by a moving vehicle during unloading and loading of equipment	Unloading areas are assessed prior to any equipment being loaded or unloaded at a venue. Band member's vehicles should be positioned not to present a risk to the public. Vehicles should not be unloaded on main roads where ever possible. Vehicles will be supervised when manoeuvring in tight spaces and areas which vision is restricted	The use of cones or barriers may be necessary in certain situations. If required further supervision will be provided to assist manoeuvring of vehicles. Vehicles will use hazard lights where it is deemed necessary	All band members	01/08/2016	01/08/2016
Security	Band members – the risk of assault or attack when loading or unloading equipment	When loading or unloading in areas that may present the risk of attack or assault a minimum of two band members will supervise the loading and unloading area. Assistance may be requested to the venue for additional supervision if it is deemed necessary.	Selection of a suitable location to unload will limit the risk of attack. Each band member has their own mobile phone to call for assistance or report and incident to the police.	All band members	01/08/2016	01/08/2016