Health & Safety Policy

Introduction

The main principle of Health & Safety is to ensure that all reasonable steps are taken to prevent harm and this Policy provides the Band with the means to achieve this principle.

This document is mainly concerned with the management of risk in all Band activities. It will not prescribe what can or cannot be done; it is the duty of every one of us under Common Law duty of care to do everything possible to ensure that no harm is done to anyone. The document will assist members in assessing potential hazards, minimising them and recording that process. It will also assist members in recording any incidents or near misses which do occur.

Policy

North Berwick Pipe Band (hereafter referred to as "the Band") has a responsibility to ensure that all members are aware of the need to plan and organise all its activities and events in a safe manner. This includes ensuring that all reasonable steps are taken to safeguard everyone involved in a Band activity or in the vicinity of that activity from risk.

The Band is committed to:

- Promoting and encouraging the development of safe practice through management and control of risk as the normal acceptable standard for all its events and activities.
- Providing all members with information, systems and procedures to enable them to manage risk.
- Encouraging communication in order to develop the exchange of ideas and to promote best practice within the Band.

Roles

Overall responsibility rests with the Band Committee.

The Committee will formulate and update policies and procedures for the management of risk within the Band. They will be a source of information to members. They will also collate and disseminate information on safety matters within the Band.

Responsibility for Band activities and events is with the Committee but delegated to the event organiser. As part of its duty, the Committee should ensure that risks affecting all Band activities and events are assessed and managed by the event organiser and their event team. The Committee will assist with this process and keep a written record of all risk assessments and associated documents.

This document will be reviewed at least annually with effect from 1 November each year.

Implementation

Risk Assessment

As stated above, the assessment and minimising of risk, along with recording these, is crucial to meeting the requirements of Health & Safety. The aim should never be to prevent an activity occurring but to ensure that it is carried out as safely as reasonably practicable.

Risk management can seem very complicated and bureaucratic but it is really a very simple process as this example is intended to demonstrate. Most of us drive cars. After learning the basic mechanical skills, driving consists largely of managing risk. Is it safe to pull out of the parking space, is it safe to overtake here, park here, etc? In all of these events we assess the risk of carrying out the manoeuvre before undertaking it.

A written assessment of meeting places should be made. Action should be taken and recorded to minimise any identified hazards. This probably only needs to be done occasionally but note needs to be taken of any specific changes e.g. trailing cables should be located as safely as possible and covered if necessary.

A written assessment should be made of every activity before the event. The assessment can be done in many ways but the use of the format in the "Risk Assessment" supplement appended to this Policy is recommended. Any identified actions which will reduce risk must be carried out before the event.

In arranging an event, the owner of any premises being used should be asked to give written assurance to the event organiser that they will have a competent person available at the event. Written confirmation of insurance and premises risk assessment including fire risk should be provided at the time of booking. Any electrical equipment being used by the Band should be Portable Appliance tested.

In this methodology, hazards are rated according to likelihood and potential consequence of occurrence as shown in the "Risk Assessment" supplement.

Recording of Incidents and Near Misses

In order to learn from occurrences and to have a reliable record of any incident, it is essential that all incidents and near misses are recorded on an Incident Recording Form appended to this Policy. Any incident or near miss must be recorded and graded by the member responsible for the activity. Ways to prevent a recurrence must also be considered, graded and recorded. The process is as described in the "Risk Assessment" supplement.

A copy of each completed Incident Recording Form should lodged with the Band Secretary.

Following the implementation of "Martyn's Law" a security evaluation relating to the use of premises for practises has been appended to the end of this policy.

APPENDIX

Risk Assessment Supplement

What is Risk Assessment?

The Health & Safety Executive define a risk assessment as:

> "A risk assessment is nothing more than a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The aim is to make sure that no one gets hurt or becomes ill. Accidents and ill health can ruin lives and affect your business too if output is lost, machinery is damaged, insurance costs increase, or you have to go to court. You are legally required to assess the risks in your workplace."

The important things you need to decide are whether a hazard is significant, and whether you have it covered by satisfactory precautions so that the risk is small. You need to check this when you assess the risks. For instance electricity can kill but the risk of it doing so in an office environment is remote, provided that "live" components are insulated and metal casings properly earthed.

Hazard and Risk ~ don't let words in this guide put you off!

Hazard means anything that can cause harm (e.g. chemicals, electricity, working from ladders etc.).

Risk is the chance, high or low, that somebody will be harmed by the hazard.

Follow the 5 steps in this guidance:

Step 1 – Look for the hazards

Step 2 – Decide who might be harmed and how

Step 3 – Evaluate the risks and decide whether existing precautions are adequate or more should be done

Step 4 – Record your findings

Step 5 – Review your assessment and revise it if necessary

Step 1 – Look for the hazards

If you are doing the assessment yourself, look afresh at what could be reasonably expected to cause harm. Ignore the trivial and concentrate on significant hazards which could result in serious harm or affect several people.

Ask your members what they think. They may have noticed things which are not immediately obvious. Manufacturers' instructions or data sheets can also help you spot hazards and put risks in their true perspective.

Step 2 – Decide who might be harmed and how

Don't forget to consider:

Children, young people, new and expectant mothers, etc who may be at particular risk.

Visitors, contractors, maintenance workers, etc who may not normally be at your event all the time.

Members of the public, or people you share/attend your event, if there is a chance they could be hurt by the planned activities.

Step 3 – Evaluate the risks and decide if existing precautions are adequate and whether more should be done.

Consider how likely it is that each hazard could cause harm. This will determine whether or not you need to do more to reduce the risk. Even after all precautions have been taken, some risk usually remains. What you have to decide for each significant hazard is whether this remaining risk is high, medium or low.

The level of this remaining risk can be defined as:

High – Consider omitting this activity from the event.
Medium – Precautions are in place but be aware of the residual risk and ready to take preventative action.
Low – Risk has been virtually eliminated.

Your real aim is to make all risks small by adding to your precautions as necessary.

If you find that something needs to be done, draw up an "action list" and give priority to any remaining risks which are high and/or those which could affect most people.

In taking action ask yourself:

Can I get rid of the hazard altogether?
If not, how can I control the risks so that harm is unlikely?

In controlling risks apply the principles below:

Try a less risky option.
Prevent access to the hazard (e.g. by guarding).
Organise the event to reduce exposure to the hazard.
Issue personal protective equipment.
Provide welfare facilities (e.g. first aid/ washing facilities etc.).

Step 4 – Record your findings

Record the significant findings of your assessment. This means writing down the significant hazards and conclusions in the form of a Risk Assessment.

Risk assessments must be suitable and sufficient – not perfect!

You need to be able to show that:

A proper check was made.
You asked who might be affected.
You dealt with all the obvious significant hazards, taking into account the number of people who could be involved.
The precautions are reasonable, and the remaining risk is low.

Keep the written record for future reference or use; it can help you if a Health and Safety inspector asks what precautions you have taken, or if you become involved in any action for civil liability. It can also remind you to keep an eye on particular hazards and precautions. It helps to show that you have done what the law requires. It will also be of assistance if the event is repeated in the future.

Step 5 – Review your assessment and revise it if necessary

If there is any significant change which could lead to new hazards, amend the assessment to take account of the new hazard. Don't alter your assessment for every trivial change, but if you introduce significant new hazards you will want to consider them in their own right and do whatever you need to keep the risks down. In any case, it is good practice to review your assessment from time to time to make sure that the precautions are still working effectively.

Draft Risk Assessment

A draft Risk Assessment form is illustrated on the following page:

Health and Safety – Risk Assessment Reference Guide

Identify the Hazard		Consider all activities relating to your event and apply the relevant hazards. This list is NOT exclusive and other hazards may be identified.					
Fire hazards	Slips, trips, housekeeping	Electrical equipment	Use of portable tools	Manual handling	Layout and traffic routes	Access, entrances, exits	Machinery/lifting equipment
Vehicles, driving	Sanitation	Crowd control	Environmental noise	Lighting, lighting systems	Heating and ventilation	Temporary structures	Inflatables
Seating arrangements	Pressurised equipment	Fireworks	Lasers	Pyrotechnics	Working with animals	Lone working	Communication
Violence to attendees or staff	Chemicals, fumes, dust	Falling objects	Food provisions	Marquees	Noise and vibration	Confined spaces	Other – please specify

Identify who may be at risk	Consider all individuals that may be at risk from the hazard(s) identified. This list is NOT exclusive.	
Members	Volunteers	Visitors
Contractors	Children/Vulnerable Adults	General Public

Health and Safety Risk Assessment Form

Risk Assessment Number:		Task/Activity assessed:	

Name/job role of people consulted during assessment:		Date of Assessment:		Review Date:	

Acknowledgements, Sign off and Authorisation

	Acknowledgement	Name	Signature	Date
Risk Assessor:	By signing this risk assessment, I acknowledge my responsibility as the Risk Assessor for conducting this risk assessment in the best of my abilities.			
Checked by: (where required)	By signing this risk assessment, I acknowledge my responsibility as the checker for this risk assessment, by virtue of scrutiny and common sense.			
Authorising Person:	By signing the risk assessment, I acknowledge my responsibility as the Event leader/Team Leader for reviewing and approving this risk assessment and communicating controls and any additional controls to all involved parties (as appropriate).			

Tasks/Operational steps/Sub tasks/Events:	Significant hazards – • What could happen and why?	Who is affected and how – • Who might be hurt? • How bad could it reasonably be?	What are your existing controls?	Existing Risk Rating (Consequence x Likelihood = Total) C	L	TOTAL	Are additional controls needed? Y/N (If Yes, RAMP required)
			•				
			•				
			•				
			•				
			•				
			•				
			•				
			•				

COVID-19 ASSESSMENT

Tasks/Operational steps/Sub tasks/Events:	Significant hazards COVID-19 – • What could happen and why?	Who is affected and how? COVID-19 – • Who might be hurt? • How bad could it reasonably be?	What are your existing controls?	Existing Risk Rating (Consequence x Likelihood = Total)	Are additional controls needed? Y/N (If Yes, RAMP required)
			•		
			•		
			•		
			•		

Emergency Planning Arrangements relating to operations/event

•

Brief description of activity this RA applies to

ALL COVID-19 RELATED NFORMATION NEEDS TO BE TRUE FOR THE TIME OF THE EVENT, NOT THE ISSUING OF THE RISK ASSESSMENT

Risk Rating Matrix

RISK MATRIX					
Consequence **Likelihood**	Negligible (1)	Minor (2)	Medium (3)	Major (4)	Severe (5)
Almost Certain (5)	5	10	15	20	25
Likely (4)	4	8	12	16	20
Possible (3)	3	6	9	12	15
Unlikely (2)	2	4	6	8	10
Very Unlikely (1)	1	2	3	4	5

Rating	Interpretation	Authorisation
≤ 6 = Low Risk	Acceptable but ensure that controls are maintained	Event Manager or equivalent
9 -12 = Medium Risk	Adequate but look to improve if reasonably practicable	President / VP / Line Manager or equivalent
15 – 25 = Unacceptable Risk	STOP activity and make immediate improvements	District Health and Safety officer

CONSEQUENCE (considered WITH controls in place)		
5	Severe	• Fatality (ies) • Severe or chronic illnesses or permanent life changing impact
4	Major	• Injury such as fracture of bones, dislocation, or acute ill health e.g. occupational asthma, occupational dermatitis
3	Medium	• An injury that requires first aid treatment and subsequent treatment by health care professional • No lost time illnesses and no chronic/acute health effects
2	Minor	• An injury that requires basic first aid treatment such as administering a plaster, individual able to continue at work e.g. minor cuts, bruising, abrasions, strains or sprains
1	Negligible	• Superficial or no physical injury or health effects

LIKELIHOOD (considered WITH controls in place)		
5	Almost Certain	• Will occur/greater than a likelihood of 1 in 1(yr.)
4	Likely	• Known to occur/probably occurs most circumstances/No greater than a likelihood of 1 in every 10
3	Possible	• Might occur /no greater than a likelihood of 1 in 1000
2	Unlikely	• Not likely/could occur at some time/no greater than a likelihood of 1 in 10,000
1	Very Unlikely	• May only occur in exceptional circumstances/no greater than a likelihood of 1 in 100,000

North Berwick Pipe Band

Incident Recording Form

Event recorded by ……..(name)

…….(contact details)

Signature …….. Date ……

Was the event actual/near miss? (delete as appropriate) Date of event

Describe the event including who was involved (continue on separate sheet if necessary)

Was any injury caused? yes/no (delete as appropriate)

If yes, what and to whom

Was medical treatment required? yes/no (delete as appropriate)

Was any damage caused to property? yes/no (delete as appropriate)

If yes, what and who owns the property

Were any witnesses present? yes/no (delete as appropriate)

If yes, give names and contact details

If an actual event, how severe was the outcome?
Negligible/minor/moderate/major/extreme (delete as appropriate)

Were any actions taken or planned to prevent a recurrence? yes/no (delete as appropriate)

If yes, describe these and give expected completion dates

Likelihood of recurrence after actions

Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Probable(5)	Score

Potential severity

Negligible (1)	Minor (2)	Moderate (3)	Major (4)	Extreme (5)	Score

Risk level
Low/ Medium/ High/ Very high (delete as appropriate)

Continuation notes

NORTH BERWICK PIPE BAND
SECURITY RISK EVALUATION
Details of Area/Activity Assessed and Frequency of Occurrence

This risk assessment represents the local H &S Considerations for security and protection while using the premises for regular practise sessions.

Evaluation	Who might be harmed and how?	What Control measures already in place?	What further actions required to control risk?	Who is responsible for taking action	When is the action needed by?	Done
A: Unauthorised Access to persons with malicious intent	**Who:** Band members, tutors and members of the public. **How:** Unauthorised entrants entering the building with malicious intent causing harm or distress to building occupants.	1. We have a physical presence at the hall entrance doorway to ensure that the access and egress is secured and to prevent unauthorised access. 2. The entrance doors to other areas are kept locked unless manned by other church users. 3. The church is located within the community and overlooked by passers-by and neighbouring housing.	1. Police are made aware of all suspicious behaviours or loitering around the church or premises.	1. H&S appointed person	TBC	
B: Lack of Security	**Who:** Band members, tutors and members of the public. **How:** Lack of security measures may allow access to premises allowing for planning or carrying out harm or acts of terror	1. Physical presence at access and egress points to the building. 2. Building users maintain relative control over the access and egress points to the building(s). 3. All suspicious behaviours, or perceived threats are immediately reported to the police. 4. All unmonitored doors are locked whilst the building is occupied to prevent any unauthorised access.	1. Report to police any damage or interference with security systems including locks or gates and any signs of attempted unauthorised entry.	1. H&S appointed person	1. Ongoing	

Evaluation	Who might be harmed and how?	What Control measures already in place?	What further actions required to control risk?	Who is responsible for taking action	When is the action needed by?	Done
C: Location	**Who:** Band members, tutors and members of the public. **How:** Church location and close proximity to other publicly accessible sports venues, arenas which may be targeted or likely to impact on the building.	1. The church is not located to any nearby publicly accessible sensitive sports grounds, arenas considered to pose a threat to the church building(s) following a terror incident. 2. The ongoing security measures taken at the church building are considered sufficient.	1. Evaluation on church location to be reviewed following any new developments and changes to the neighbouring premises within close proximity.	H&S Appointed person	Ongoing	
D: Evacuation	**Who:** Band members, tutors and members of the public. **How:** Entrapment within the building, Lack of escape routes away from harm.	1. Fire evacuation routes and exits all checked and deemed to be functional and free from defects and obstructions. 2. Emergency lighting and fire exits are clearly marked around the building.		H&S Appointed person		

Evaluation	Who might be harmed and how?	What Control measures already in place?	What further actions required to control risk?	Who is responsible for taking action	When is the action needed by?	Done
E: Invacuation	**Who:** Band members, tutors and members of the public.	1. Invacuation is the opposite of evacuation to be used where the threat is considered to be out with the building. 2. All doors and windows to be locked and sealed and occupants to be retained within the building until the emergency services arrive and the threat has been deemed safe.		H&S Appointed person	ongoing	
F: Terror Attack	**Who** Band members, tutors and members of the public. **How:** Terrorist attack by lone assailant or planned attack at the church or neighbouring premises.	1. Guidance and information distributed to all groups and church building users, general COS guidance taken from the government's Action Counters Terrorism (ACT) group shared with employees and volunteers and displayed in public areas for other visitors to see. 2. RUN,HIDE,TELL (See appendix 1)	1. Ensure that COS guidance and information is distributed	H&S Appointed person		
G: Bomb Threat	**Who:** Band members, tutors and members of the public. **How:** Risk of panic, Explosion, fire, structural failure, harm and entrapment	1. Police to be notified immediately and all relative checklist information to be relayed to them. 2. All occupants to be evacuated using the local fire and emergency evacuation procedures and protocols.		H&S Appointed person		

Evaluation	Who might be harmed and how?	1. What Control measures already in place?	What further actions required to control risk?	Who is responsible for taking action	When is the action needed by?	Done
H: Suspicious Packages	**Who:** Band members, tutors and members of the public. **How:** Receipt of poisons, incendiary packages or bombs	2. All suspicious mail and unexpected packages are to be dealt with in line with the guidance and advice supplied (Appendix 1) Session.		H&S Appointed person		

Any additional notes: