

# Health & Safety Policy

## HEALTH & SAFETY POLICY STATEMENT:

The aim of Blackford Fiddle Group (BFG) is to encourage the playing of traditional music by its members for their own enjoyment and to entertain others. In doing this BFG is fully committed to protecting the health, well-being and safety of its members and of the public at its events. BFG does not generally undertake risky activities likely to cause serious accidents or injury. This policy is in place to cover the minority of exceptional activities where hazards may be significant. For all other activities safety and well-being will be protected through general routine supervision and common sense.

A copy of this policy will be displayed at the Blackford Hall when BFG meets there.

## HEALTH & SAFETY POLICY:

### To support our Health & Safety policy statement we are committed to the following:

- Undertaking and risk assessments of the premises regularly used by and of activities undertaken by BFG where hazards may be significant.
- Creating a safe environment by following mitigation measures identified in risk assessments.
- Ensuring that all members are aware of, understand and follow the health & safety policy
- Appointing a member of the group, normally a member of the Management Committee, to assist with health and safety responsibilities.
- Maintaining a record of any injuries, accidents or near misses that result from any BFG activity
- Ensuring that the implementation of the policy is reviewed regularly and monitored for effectiveness.
- Encouraging some members to obtain First Aid qualifications.

### Key responsibilities:

#### All BFG Members

- To take reasonable care for your own health & safety and that of others who may be affected by what you do or do not do.
- To report to a Management Committee member any concerns, near misses, accidents and injuries that relate to activities of BFG
- To co-operate with BFG on health & safety issues.
- If leading an activity or organising one to ensure that appropriate risk assessments are done and to read the risk assessments in annex 3.

#### Management Committee

- To appoint a member of the group, normally a member of the Management Committee, to assist / lead on implementation of the Health and Safety Policy
- To ensure that BFG maintains appropriate insurance to cover any accident or loss that results from its activities. Advice on the nature of that insurance will be sought from a broker experienced in provision of insurance to charities and unincorporated associations

#### Lead H&S person

- To advise the Management committee on any H&S requirements
- To receive and record accidents, incidents and near misses and ensure that any investigations are carried out as a result of the reports.
- To advise on review of the H&S policy and risk assessments

**This policy was agreed by the General Committee / Management Committee on xx January 2013.**

**Signed** (Any two members of the Management Committee

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## Annex 2 Risk assessments list

- 1 Activities requiring risk assessment or provision within Child Protection Policy;
  - a. One to one sessions involving one adult and one under 18 or vulnerable adult
  - b. Teaching sessions with visiting tutors
  - c. Activities with under 18s
  
- 2 Activities requiring general risk assessments
  - a. Risks associated with strings, bows and cases.
  - b. Setting up / carrying / moving PA equipment - lifting
  - c. PA equipment at events and functions
  - d. Risks associated with the equipment etc. at the Blackford Hall
  - e. Travel, including taking equipment in cars and trailers
  - f. Away-day events
  
- 3 Places for which risk assessments are required
  - a. Moray Institute (Blackford Hall)
  
- 4 Those at risk include the following and risk assessments are required as follows;

a. All BFG members	1a & 2a-f & 3a-b
b. Under 18 members	1a-c & 2 a-f
c. Members of the public	2c,d & e
d. Children (including non-members) at events	1c & 2c,d & e

### Annex 3. Risk Assessments

Likelihood is scored 1,2 or 3 (L)

Impact is scored 1,2 or 3 (I)

Overall score = L x I 1 or 2 = low. 3 or 4 =medium. 6 or 9 = high

RISK	Nature of hazard	Nature of impact	Likelihood	Impact	Score	Mitigation	Comments	Residual risk
1a One to one sessions involving one adult and one under 18	This is a risk to the young person of inappropriate behaviour by the adult and to the adult through false accusation	Physical or other harm to a young person. Harm to an adult	1	3	3 (M)	The Child Protection Policy is in place and members are reminded of what it says. CPOs remain attentive at all events / sessions. Disclosure procedures are in place.	Adults are reminded that they should only use physical contact with a child if absolutely essential for that child's safety.	Low
1b Teaching sessions with visiting tutors	This is a risk to young people of inappropriate behaviour by an adult and to the adult through false accusation.	Physical or other harm to a young person. Harm to an adult	1	3	3 (M)	Child protection policy in place. We only use tutors / leaders in such sessions who are known to us. A CPO will either be present or will look in on sessions. . Disclosure procedures are in place.	Adults are reminded that they should only use physical contact with a child if absolutely essential for that child's safety.	Low
1c Activities with under 18s	In any situation it is possible for under 18s to be exposed to extra risk from any activity and from inappropriate behaviour by adults and to the adult through false accusation.	Physical or other harm to a young person. Harm to an adult	2	3	6 (H)	All BFG only activities are covered by the Child Protection Policy. Other under 18s (siblings or non-members) should be under the supervision of responsible adults. This is not a BFG matter but if appropriate any BFG adult member is expected to intervene and ask for the relevant adult to supervise children in their care. There remains a residual but likely risk of children interfering with equipment, getting on stage etc. All adult BFG members are required be vigilant.	Adults are reminded that they should only use physical contact with a child if absolutely essential for that child's safety.	Medium

RISK	Nature of hazard	Nature of impact	Likelihood	Impact	Score	Mitigation	Comments	Residual risk
2a Bows, strings and cases.	Cuts, stab injuries and pinches may result from inappropriate use of bows, strings and cases, and damaged strings could cause injury.	Mainly minor, although the bow could cause serious injury to an eye.	2	3	6 (H)	All members are reminded not to point bows or play too close to others, or to run when carrying instruments. Members are asked to check their cases, strings and bows for damage and to seek assistance from a Committee member about repairs.	Care for instruments is made clear from time to time and most sessions are supervised	Low
2b Setting up / taking down PA equipment	Injury caused by lifting and carrying equipment. Injury caused by electricity. Injury from dropping or from falling equipment	Back or muscle damage. Electrocution Cuts, bruising or other physical injury. Damage to third party property	2	3	6 (H)	Only band members familiar with equipment are involved in its use and set up. The band all keep a look out for hazards and address any risks as necessary.  Two people should always be present when setting up / taking down PA equipment or making connections to electrical supplies.  A trolley is available for carrying gear any distance. Two people are used to carry heavy objects Older heavy equipment has been replaced with lighter gear. All electrical equipment is PAT certificated. All venues are inspected on arrival to find out the best way route for moving equipment. As far as possible equipment is set up away from areas where the public can be expected to be moving about or placed on safe stands to avoid it being knocked over.	There will always be a risk as we are not necessarily familiar with each venue. Sometimes space is tight and people who have had a drink may well become less sensible in their behaviour. The band will remain vigilant and seek to deal with issues before they become problems.	Medium

RISK	Nature of hazard	Nature of impact	Likelihood	Impact	Score	Mitigation	Comments	Residual risk
2c PA equipment at functions	Heavy items may be knocked over and cables are a hazard	Trips, bruises and other physical injury	2	2	4 (M)	All cables should be run away from route that will be used for walking later. Where possible in exposed areas cables will be taped down. Routing cables overhead will only be done if they are over or attached to objects which cannot be pulled down. Monitors should be kept back at least 1m from dancing areas or the dance area marked clearly on the floor. Speaker stands will be erected to be stable with legs away from areas of passage. All trailing cables will be tied in to the stands. Sufficient slack should be left in all cable runs such that any tug or trip event does not risk toppling over any equipment.	The main risk is to the band as equipment is usually set up on a stage or in an area reserved for the band. The main issue for the public will be speakers and monitors which tend to be near dance areas.	Medium
2d Other equipment risks	Items in places where they might fall down or cause trip hazards	Trips, falls and other physical injury	1	2	3	Equipment in use during sessions will be set up to avoid using places where people tend to talk. Equipment will be stored in cupboards, with light items only on shelves above waist height.		Low
2e Travel with equipment in cars or trailer	During transit items of equipment may become dislodged and cause an injury to passengers/driver or when unloading	Physical injury of various sorts	2	3	6(H)	No heavy items (amplifiers, speakers etc.) should be carried in cars unless secured in the luggage area or in an enclosed boot. Use of straps or ties is advised.  Items should be packed in a box trailer such that they will not move significantly during transit. Care should always be taken when opening the trailer in case items fall out.	This hazard does not cover normal driving. As no one will be expected to drive very long distances or away from made up roads no specific risk assessment is required. All drivers have responsibilities	Medium / Low

RISK	Nature of hazard	Nature of impact	Likelihood	Impact	Score	Mitigation	Comments	Residual risk
						<p>Anyone expected to or likely to tow the trailer should first get some supervision from an experienced driver familiar with towing.</p> <p>All drivers should take special care when manoeuvring cars and trailers in places where there will be pedestrians. Particular care is required if children are involved in an event.</p>	regarding their road behaviour, the condition of their vehicles and so on.	
2f Away days	The range of hazards includes virtually all the above. In addition other activities may be involved (campfires) and under 18s may be expected to less well behaved. BFG also needs to take additional care to ensure that any allergies, health issues and so on are declared by parents so that appropriate preparation can be made.	Various	2	2	4 (M)	<p>All venues will be inspected on arrival by the adults supervising the event. Venues will normally be ones designed and maintained for youth and other groups.</p> <p>Parents will be asked to provide clear advice on dietary, health and medical conditions, allergies etc.</p> <p>There will always be sufficient adults present such that in emergency more than one is available to undertake travel (e.g. to A&amp;E) and more than one is left to supervise remaining under 18s.</p>	If any additional activities such as cycling or other outdoor pursuit are ever involved separate assessments will be made specific to the place, nature of activity, weather and abilities of those present. If there is any reasonable doubt over safety then those in organising the event will not allow it to proceed.	Low
All	Any	Any	n/a	n/a	n/a	A first aid kit will be available at all events.		
3a Moray institute	Almost any of the above risks might occur at the hall.		n/a	n/a	n/a	Members will be advised to take care if using the stage or moving between areas while carrying instruments.	In addition to following the mitigation actions listed above and	Low

RISK	Nature of hazard	Nature of impact	Likelihood	Impact	Score	Mitigation	Comments	Residual risk
						<p>Young children will not be allowed to play in any part of the hall unsupervised.</p> <p>Any member (or their personal belongings) could be vulnerable to non-members coming into the hall. Members should be advised to secure their valuables and children under 12 will not be allowed to use the large hall or rooms on the same level without some level of supervision.</p> <p>Parents are warned that children getting to and from the hall are their responsibility.</p> <p>Only adults are permitted to use electrical appliances</p>	<p>under this risk adults will ensure that there are no significant hazards caused by furniture, equipment or fittings.</p>	