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<b>Change Register</b>	
June 2023 vn3	Included H&S Plan details

## **Policy requirement and purpose**

Legislation is in place to ensure that workplaces are without risk. While there is no requirement for the Napier Pipe Band to have a Health and Safety Policy under current NZ legislation, the safety of members and visitors is a priority for the Committee.

It is the intention and responsibility of the Committee – and indeed all band members – to proactively identify and manage risks to ensure the safety of everyone.

From a Band perspective, safety includes both tangibles and intangibles; the risk of an accident is just as important as the risk of disrespect to members and visitors.

The Health and Safety Plan of the Band will set out more fully actions and expectations to achieve this and continue to meet the Mission of the Napier Pipe Band.

## **Scope**

This policy applies to all Playing and Associate Members and volunteers of the Napier Pipe Band.

## **Aim**

To ensure we provide a safe and healthy environment for everyone in and associated with the Napier Pipe Band. Everyone will be treated equal to one another in a fun and happy team environment.

## **Safe place**

We will at all times provide a safe place for members and volunteers. When practising or performing outdoors, management will consider weather conditions and available shelter when necessary. When not in Band uniform members will be expected to wear appropriate clothing and accessories for the conditions.

## **General well-being**

We need to provide a safe and secure environment for everyone regardless of age, sex, race or back-ground. We aim to provide equality to all members and promote team work and fun in everything that we do.

Accordingly, the following behaviours will not be tolerated:

- Harassment or bullying of any kind, including cyber-bullying
- Racism
- Sexism
- Verbal abuse
- Physical abuse and violence
- Any form of biases

## **Responsibilities**

### **Band Committee**

The Committee shall delegate executive responsibility for Health and Safety to one or more members of the Committee (referred to as the Executive Committee). This Executive Committee is required to keep the Committee, and where applicable membership, informed of all matters relating to health and safety including incidents, complaints, enforcement action etc.

## **Executive Committee**

The Executive Committee will:

- successfully manage Health and Safety
- promote an effective Health and Safety culture
- develop a Health and Safety plan
- communicate this plan, policy and information to all band members
- ensure adequate resources are in place to support the Health and Safety plan
- monitor the success of the Health and Safety plan, recommending improvements as appropriate
- identify risks and have a means of managing and controlling those risks
- consider new legislation and guidance on Health and Safety matters and action as necessary
- report to band members as appropriate

## **Band Members**

While the Committee holds primary responsibility for Health and Safety management, all members have an important contribution to make in identifying hazards and controlling risk.

Members must:

- take reasonable care of themselves and cooperate with the Executive Committee in Health and Safety matters
- conduct their duties safely and in accordance with the Health and Safety Policy, the Health and Safety Plan and other associated codes of practice
- raise ideas and/or concerns relating to Health and Safety with any member of the Executive Committee

## **Parents**

Parents are

- welcome to attend all practices and other events,
- invited to provide feedback at any time about a child's experience of the band, and
- encouraged talk to management about any problems a child may be having.

## **Health and Safety Plan**

Any Health and Safety plan must be approved by the Committee. Review of this plan is to take place at least annually, notwithstanding changes which may occur from time to time (refer Executive Committee responsibilities).

## **Band Practices (members only)**

- Ensure all exit doors are unlocked and free of obstructions
- Turn off and/or unplug all electrical devices upon leaving the building (last person to leave is to check)

## **Hosting 3<sup>rd</sup> Parties**

- Advise every one of any safety precautions including exits, assembly points in case of emergency etc. This includes events such as workshops and concerts which are hosted by the Napier Pipe Band. Note that where the Band is playing at a venue not hosted by them such as the RSA, then any Health & Safety responsibilities fall to that organisation.

## **Appliances**

- Replace/repair any appliances which are not in good working order as soon as practical. Do not use these appliances until such time as they are again in good repair.
- Ensure any annual checks which may be required are carried out in a timely manner

## **Vehicles**

- Ensure that only designated parks are used
- Ensure any vehicle rented or borrowed for the specific purpose of transporting band members has a current warrant of fitness and registration

## **New Members**

- Induction pack to include Health & Safety

## **Identification of Risks**

- A risk register will be kept at the Band rooms. This must be completed for every identified risk, as well as any incident. The Executive Committee will review this register at each band practice and take action as appropriate. This register will be circulated to the Band Committee for discussion at each meeting.

## **First Aid Kit**

- A fully stocked first aid kit is to be kept at the premises of the Napier Pipe Band

## **Communication**

- At all times, all band members and those associated with the Napier Pipe Band are required to treat everyone with courtesy and respect. This includes reference to their musical ability or the role they hold within the Band. If at any time a member feels they are not being fairly treated, or treated in such a way conducive to the intentions of the Band, then that matter may be raised in complete confidence with any member of the Band Committee in the first instance.
- That Committee member may take one or more of the following actions:
  - resolve the matter directly with the parties involved
  - discuss a course of action with the wider Committee, following which agreed action will be taken
- In any case, all complaints will be noted and tabled at the Committee meeting following any complaint.
- Details of any complaint and complainant will be strictly confidential to the Committee and the parties directly involved. All complaints will be taken seriously.

## **Disclaimer**

We cannot 100% avoid accidents or protect our members from the 'unavoidable' however we will at all times do our best to protect the health and safety using processes and systems that we can fair and reasonably provide and control. **It is the responsibility of every individual to adhere to our policies and code of conduct, and to look after themselves and others that they are with.** You need to accept that we can only provide what is sensible and practical for our organisation when it comes to providing a safe environment.

## NAPIER PIPE BAND - HEALTH & SAFETY PLAN FOR OUTDOOR EVENTS

<i>The Risk</i>	<i>Explanation (Cause)</i>	<i>What Band Members need to do</i>	<i>What the Band will do</i>
Heat Exposure / Dehydration	Fine weather and high temperatures can cause sun burn and dehydration	<b>Apply sun protection (sun screen), and stay hydrated (water).</b>	Ensure sunscreen and fresh water is available at parade venues.
Injury/medical issues; allergies	Participants may suffer a medical emergency	<b>Bring personal medication. Take care when on parade. Make sure Band Officers are aware of any conditions that may affect you when on parade.</b>	Check out medical facilities and availability of first aid kits at venues (when parades are longer than 1 hour).
Vehicles	Band members arriving at venues could create problems for the public.	<b>Follow instructions of Marshals and observe speed limits at venues. Be aware of your surroundings when moving around venues.</b>	
Traffic	When an event takes place on a city street there is always the possibility of traffic engaging with the Band.	<b>You need to be aware of oncoming traffic and take steps to avoid any incidents.</b>	Band Officers will be aware of oncoming traffic and take steps to avoid any incidents.
Personal Safety	Theft, unacceptable behaviour	<b>Take reasonable precautions to secure personal property. Don't involve yourself in any altercations.</b>	Band Officers will manage unacceptable behaviour.
Natural or other emergencies	Earthquake, fire, weather, volcanic eruption (and any other emergency that we haven't foreseen)	<b>Follow instructions given by Band Officers and venue management.</b>	Band Officers to be aware of venue evacuation procedures.
Pandemic Planning	The region may be under alert level 2 or higher.	<b>Be vaccinated. Wear a mask when not on parade. Sign in to the venue (scan or manual record). Do not attend if you have any flu like symptoms. Maintain good personal hygiene.</b>	Band Officers will ask that people not vaccinated not attend. Ensure signing in facilities are available. Keep a record of all band members attending parades/events

<i><b>The Risk</b></i>	<i><b>Explanation (Cause)</b></i>	<i><b>What Band Members need to do</b></i>	<i><b>What the Band will do</b></i>
Emergency Response	Trips & Falls, Personal health event such as heart failure, asthma, strokes,	<b>Call 111 emergency services, Pre-load AED locator app on personal phones. Carry first aid kits</b>	Ensure the member is kept calm, and supported until first aid is administered or emergency services arrive. Contact members family of event if required.

# NAPIER PIPE BAND - INCIDENT AND ACCIDENT INVESTIGATION FORM

<b>DATE &amp; TIME</b>	
<b>TYPE (circle one)</b>	Serious Harm Injury Non-Serious Harm Injury Near miss / Non-Injury
<b>ADDRESS WHERE INCIDENT TOOK PLACE</b>	
<b>PERSON INVOLVED</b>	
<b>BRIEF DESCRIPTION</b>	
<b>MEDICAL TREATMENT</b>	
<b>ROOT CAUSE</b>	
<b>CORRECTIVE ACTIONS</b>	

**Reporting person** .....

**Date** .....

## NAPIER PIPE BAND – SAFETY INSPECTION REPORT

SITE: Napier Pipe Band Rooms, Nelson Park	DATE OF INSPECTION:
INSPECTED BY:	TIME:

General Safety	Complies Yes/No	Action and Comment	Person/Company Responsible
First aid kit stocked			
Kitchen clean and hygienic			
Toilets clean and hygienic			
Current WOF for building *	N/A		
General housekeeping up-to-date			
Hazardous materials stored safely			
Extinguisher readily accessible			
<b>Access/Egress</b>			
Signage clearly defined			
Routes in/out clear			
<b>Electrical</b>			
Main board locked /secured *			
Condition and position of cables and leads good			
Inspection tags on all appliances and leads			
<b>Hazardous/Flammable Goods</b>			
Materials clearly labelled			
Materials safely stored			
No smoking sign displayed			
<b>Other</b>			

**THIS LIST IS NOT EXHAUSTIVE AND IS INTENDED AS A GUIDE ONLY**

ANY SAFETY ISSUES arising from this check should be rectified immediately.

Any item requiring repair or replacement should be immediately taken out of service.

Report any items of concern to the Committee at the next meeting.

Notes:

- The building is not subject to building WoF requirements at this time.
- The main electrical board is not enclosed and must not be covered by adjacent curtains.

10 June 2023