



The Friends of Trowbridge Bandstand

Health and Safety Policy

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1 DOCUMENT CONTROL

1.1 Document Status

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1.2 Document Revision History

Version	Date	Author:	Revision Detail	Next Review Due:
0.1	13/06/2026	Stephen Cooper	Initial document creation	25/11/2027



2 DOCUMENT PURPOSE

This documents sets out the Health and Safety Policy of The Friends of Trowbridge Bandstand along with the roles and responsibilities of Trustees, employees, volunteers and those working with the Trust.

3 DEFINITIONS

In this Policy Document:

The **Trust** means The Friends of Trowbridge Bandstand.

The **Commission** means the Charity Commission for England and Wales.

The term **Trustee** is taken in include Trustees, Ex-officio Trustees and Nominated Trustees unless otherwise stated.



4 INTRODUCTION

The Trustees of The Friends of Trowbridge Bandstand have overall responsibility for health and safety in the organisation and for ensuring that it fulfils all its legal responsibilities. It recognises that it is the duty of Trustees, Non-Executive/Ex-Officio Trustees and Associate Members and volunteers to uphold this policy and to provide the necessary funds and resources to put it into practice.

The Trustees are committed to ensuring that all its activities are safe and it will do whatever it can to provide for the health, safety and welfare of all volunteers, members and visitors ensuring that risks to volunteers, members and visitors are minimised at all times.

The Trust will observe the Health and Safety at Work Act 1974 ("HASAWA") and all relevant regulations and codes of practice made under it.

This policy will be reviewed annually by the management committee.

5 RESPONSIBILITIES

5.1 Trustee Responsibilities

The Trustee responsible for the implementation and monitoring of health and safety policies and recommending changes where necessary is the Trust's Health and Safety Officer who shall be elected annually at the Trust's Annual General Meeting.

All accidents or unsafe incidents will be investigated by a nominated Trustee on behalf of the Trustees as soon as possible and then to be reported to the Trustees at the next available meeting of the Trustees.

The Trustees are responsible for

- Assessing the risk to the health and safety of volunteers, members and visitors and identifying what measures are needed to comply with its health and safety obligations;
- Ensuring that venues or vehicles used for trips are safe and without risk to health including safe ways of entering and leaving;
- Ensuring that equipment is safe and well maintained;
- Providing information, instruction, training and supervision to volunteers in safe working methods and procedures as required;



- Encouraging volunteers and members to co-operate in ensuring safe and healthy conditions and systems by effective joint consultation
- Establishing emergency procedures as required;

5.2 Volunteer and Associate Member Responsibilities

All of the Trust's Volunteers and Associate Members will ensure that:

- They are aware of the contents of this safety policy
- They comply with this policy
- They take care of themselves and others who may be affected by their actions or omissions
- They will report all accidents, or unsafe situations, and any near misses (things which could have led to an accident), to a Trustee at once.
- They record accidents or near misses at work in the accident book.
- They are aware of all fire procedures for the area in which they are working
- If they identify anything which they think could be in any way unsafe, they will report it.

6 RECORDING ACCIDENTS AT WORK

All accidents and injuries which occur on Trust premises, or in a location where the Trust is working, should be recorded in an Accident Book. Details recorded should include a description of how the accident happened, who was involved, what the injury was and the date and time that it happened.

The completed accident book can act as a point of reference when explaining any time off work needed because of the injury. It can also act as evidence in a for compensation.

A list of recorded accidents can indicate the types of changes that are needed in the Trust to improve the Health and Safety standards. For instance, repeated injuries of the same type should prompt a full risk assessment to get to the cause of the problem.

Any information recorded in the Accident Book should be retained for at least three years.



7 RISK ASSESSMENTS

The responsible Trustee will ensure that all premises and tasks are assessed in line with the current relevant legislation. Assessments will be repeated when there is a:

- trip or event to organise
- change in legislation
- change of premises
- significant change in work carried out
- transfer to new technology

or any other reason which makes original assessment not valid.

8 TRAINING

To comply with legislation and to promote the health, safety and welfare of volunteers, health and safety training will be provided as follows:

- at inductions
- on the introduction of new technology
- when changes are made to venues
- when training needs are identified during risk assessments.

9 RESOLVING HEALTH AND SAFETY PROBLEMS

Any Volunteer or Associate Member with a health and safety concern must first inform a Trustee and provide full details of his/her concerns.

If, after investigation, the problem is not corrected in a reasonable time, or the Trustee informed decides that no action is required but the Volunteer or Associate Member raising the issue is not satisfied with this, the Volunteer or Associate Member may then refer the matter to any other Trustee and ask for a re-examination of his/her concern giving full reasons for his/her dissatisfaction. This must be in writing.



If, after a re-examination of the concern by a second Trustee, the Volunteer or Associate Member is still dissatisfied, the matter will be entered on the agenda for the next full meeting of the Trustees

END OF DOCUMENT

Document Version 0.1

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Date Approved:

Review by Date: