

Health and Safety policy



Key details

- Policy prepared by: Gareth Cole
- Approved by Board/committee on: September 2018
- Next review date: To be arranged

Introduction and scope

Sudbury Choral Society hereafter called The Society is committed to providing a healthy and safe environment for all those involved in the musical activities it organises.

- This includes but is not limited to; members, staff (including freelance), volunteers and members of the public.
- This includes but is not limited to; rehearsals, concerts and fundraising events.

Responsibilities

- Overall responsibility for health and safety sits with the Society's Committee.
- Practical responsibility for health and safety at events and activities organised by The Society sits with the Chair, Gareth Cole

Statements of general policy

1. The Society will seek to prevent accidents and cases of ill-health by managing the health and safety at events and activities it organises.

Actions to be taken: relevant risk assessments to be completed for events and activities. Where regular venues are used the risk assessment will be reviewed on an annual basis or sooner if required.

2. The Society will provide clear instructions and information to ensure that members, staff and volunteers are competent to do their work in a healthy and safe manner.

Actions to be taken: tasks performed by members, staff and volunteers to be risk assessed and appropriate instruction to be provided (e.g. preparing and serving hot drinks, erecting staging).

3. The Society will engage and consult with members, staff and volunteers on health and safety conditions.
4. The Society will take a register at each rehearsal to ensure, if the venue has to be evacuated, all members can be accounted for.

Actions to be taken: members, staff and volunteers to be briefed on health and safety risk assessments for new venues/activities and updated on any changes in risk assessment for regular venues/activities. Establish clear lines of communication for members, staff and volunteers to raise health and safety concerns.

5. The Society will implement emergency procedures – evacuation in case of fire or other significant incident.

Actions to be taken: ensure at least one individual is responsible for knowing fire procedures for hired venues and for communicating them to those present.

6. The Society will maintain safe and healthy conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.

Actions to be taken: ensure satisfactory health and safety conditions at hired venues and for hired equipment. Ensure that any equipment owned by The Society will be stored safely.

First Aid

- The Society will ensure they are aware of First Aid procedures, kits and equipment at hired venues.
- Where practical The Society will recruit members and volunteers with First Aid experience
- Where appropriate (e.g. for larger events) The Society will train members or volunteers in First Aid or work with professional First Aid organisations.

Sound safety

The Society takes the responsibility of protecting the hearing of members, staff, volunteers and audience members seriously. We will:

- Ensure there are open lines of communication for individuals to raise concerns about hearing
- Take concerns seriously; the Committee and Music Director will work with the individuals to find ways to minimise risk.
- Take into account the protection of our audience's hearing when designing stage and audience layout for concerts.