

Valentine Singers

Health and Safety policy

Introduction and scope

Valentine Singers is committed to providing a healthy and safe environment for all those involved in the musical activities it organises.

We will make all reasonable efforts to keep members, staff, volunteers and audience members safe when involved in rehearsals, concerts, tours and social or fundraising events.

Responsibilities

The committee takes overall responsibility for health and safety matters linked to rehearsals, tours and events. Where there are significant health and safety tasks to be undertaken linked to an event, one member of the committee will be given responsibility.

Health and safety at concerts is the responsibility of the concert manager, supported by other members of the committee involved in the practical organisation of concerts.

Statement of general policy

1. Valentine Singers will make all reasonable efforts to prevent accidents and cases of ill-health by managing the health and safety at events and activities it organises.

Actions: concert manager and or nominated committee members will complete risk assessments for concerts, rehearsals and other activities. Where a venue is used more than once the risk assessment will be reviewed and updated on each occasion. The risk assessment for the rehearsal venue will be reviewed and updated annually. Health and safety matters will be a routine item on the committee agenda before concerts and in preparation for each term.

2. Valentine Singers 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: risk assessments and particularly the identified actions to reduce risk will be shared with people carrying out tasks. The risk assessment process will include identifying people to supervise potentially risky tasks e.g. erecting and dismantling staging and lighting.

3. Valentine Singers will engage and consult with members, staff and volunteers on health and safety issues:

Actions: chair and/or concert manager will remind members, staff and volunteers of health and safety issues and agreed actions to reduce risk as part of the weekly notices at rehearsals and during rehearsals at concert venues. The chair will encourage members to raise any health and safety concerns in good time.

4. Valentine Singers will implement emergency procedures – evacuation in case of fire or other significant incident.

Actions: one committee member will find out the evacuation procedures for rehearsal and concert venues and any other venues used by the choir and will share these with members on first using the venue.

There will be a walk-through fire evacuation at the rehearsal venue in the first or second week of the year.

One member of the committee will identify any member of the choir who may have difficulty in the event of an evacuation and will ask other members of the choir to support them.

Announcements at the beginning of each concert and any other event include clear explanation of the fire procedures. One or two members of the front of house team will be identified to support members of the audience in the event of fire.

5. Valentine Singers will maintain safe and healthy conditions and ensure that equipment and materials are safe and fit for purpose.

Actions: chair and one other member of the committee will review health and safety conditions at hired venues. Electrical equipment used in choir events and activities will be PAT tested. Other equipment will be stored safely. Moving and handling will be planned and carried out safely.

First Aid

There will be a designated First Aider present at all concerts, rehearsals and tours. S/he will be provided with a First Aid kit. The contents will be reviewed and replaced as necessary every 6 months.

Sound safety

Valentine Singers 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.

Agreed at committee meeting April 21

Shared with members via website June 21