

HEALTH AND SAFETY POLICY - Towcester Choral Society (TCS)

1. Introduction and scope

Towcester Choral Society (TCS) is committed to providing a healthy and safe environment for all those involved in the musical activities it organises. This commitment covers:

- Members, contractors, volunteers and members of the public.
- Rehearsals, concerts and fundraising events.

2. Responsibilities

- Overall responsibility for health and safety sits with the TCS Committee.
- Practical responsibility for health and safety at events and activities organised by TCS sits with the designated Event Manager.

3. Policy statements

- a) TCS will seek to prevent accidents and cases of ill-health by managing the health and safety at events and activities it organises.

Actions: Risk assessments will 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.

- b) TCS will provide clear instructions and information to ensure that members, contractors and volunteers are competent to do their work in a healthy and safe manner.

Actions: Tasks performed by members, contractors and volunteers will have risk assessments and appropriate instruction will be provided.

- c) TCS will engage and consult with members, contractors and volunteers on health and safety conditions.

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

- d) TCS will implement emergency procedures to cover evacuation in case of fire or other significant incident.

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

- e) TCS will maintain safe and healthy conditions, by providing and maintaining appropriate equipment and machinery.

Actions: Ensure satisfactory health and safety conditions at regular or hired venues, and for TCS' or hired equipment.

4. First Aid

- TCS will ensure they are aware of First Aid procedures, kits and equipment at venues.
- TCS will seek to identify members and volunteers with First Aid experience
- For larger events TCS will seek support from professional First Aid organisations.