

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 may seek support from professional First Aid organisations depending on the size of the event and the risk assessment

5. Sound safety

TCS 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 and sound safety.
- Take concerns seriously; the Committee and Music Leaders 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 performances.

6. COVID 19

- Before any physical rehearsal or event the committee will take steps to ensure that Government guidelines, relating to Covid 19, prevalent at the time will be enforced. If required specific COVID 19 risk assessments will be carried out using an appropriate methodology.

Approved October 2018/amended & reviewed April 2023

Next review: April 2024