

Marldon Community Choir

Health and Safety Policy

Introduction and scope

Marldon Community Choir (MCC) is committed to providing a healthy and safe environment for all those involved in the activities it organises.

- This includes:- members, staff (including freelance), volunteers and members of the public
- This includes:- rehearsals, workshops, concerts, fundraising and social events

Responsibilities

- Overall responsibility for health and safety sits with Marldon Community Choir Committee
- Practical responsibility for health and safety
 - At MCC organised rehearsals and concert sits with the Concert Manager
 - At MCC organised workshops, fundraising and social events sits with the Event Organiser designated by the MCC Committee
- To achieve a good standard of health and safety, all members of MCC must take reasonable care for the health and safety of themselves and of other MCC member and anyone who may be affected by their actions
- Members must be alert to health and safety issues and draw attention to anything encountered during MCC activities that could be a threat. All members have a special duty of care to those who have particular requirements through disability or inexperience
- All members and volunteers should co-operate with the Committee in all matters relation to their health, welfare and safety. Any member or supporter of MCC who knowingly breaks this code of conduct may be suspended pending an investigation

Statements of general policy

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

Actions to be taken: relevant risk assessments are to be completed for events and venues to ensure satisfactory health and safety conditions at hired venues including safe access and egress, satisfactory lighting and heating. Where regular venues are used these risk assessments will be reviewed annually or sooner if required.

2. MCC 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 will be risk assessed and where appropriate method statements provided to mitigate those risks identified (eg in preparing and serving hot drinks, transporting equipment and erecting staging and lighting).

3. MCC will engage and consult with members, staff and volunteers on health and safety conditions.

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

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

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

5. MCC will maintain safe and healthy conditions by providing and maintaining suitable equipment.

Action to be taken: hired equipment will be inspected for defects and any associated certification checked. Any equipment owned by MCC will be checked for defects before and after an event and then transported and stored safely.

First Aid

- The Concert Manager or Event Organiser, as appropriate, will ensure awareness of First Aid procedures and kits and equipment hired at venues.
- Where appropriate (eg for larger events) MCC will ensure a member or volunteer, trained in First Aid, is available or work with a professional First Aid organiser to provide cover.

Sound safety

MCC takes the protection of the hearing of members, staff, volunteers and audience members seriously. This achieved by;

- Ensuring there are clear lines of communication for individuals to raise concerns about hearing.
- Taking concerns seriously; the Committee and Music Director will work with the individuals to find ways to minimise hearing loss risk.
- Taking into account the protection of the audience's hearing when designing stage, orchestra and audience layouts for concerts.

Document Review

This policy document and associated health and safety documentation will be reviewed and updated every two years.

Signed:	Position:
Date:	Review Date: