

# Health and Safety Policy



## Key details

- Policy prepared by: Sudbury Choral Society Committee
- Approved by committee on: May 2018
- Last review: April 2023
- Next review date: April 2026

## Introduction and scope

Sudbury Choral Society (hereinafter called SCS) 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, volunteers, those working on behalf of SCS 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 SCS's Committee.
- Practical responsibility for health and safety at events and activities organised by SCS sits with the Chair, Carolyn Silberfeld.

## Statements of general policy

1. SCS 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. SCS will provide clear instructions and information to ensure that members, volunteers and those who work with SCS are competent to do their work in a healthy and safe manner.

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

3. SCS will engage and consult with members, volunteers and those working with SCS on health and safety conditions.
4. SCS 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, volunteers and those work on behalf of SCS 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, volunteers and those working with SCS to raise health and safety concerns.

5. SCS 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. SCS 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 SCS will be stored safely.

### **First Aid**

- SCS will ensure they are aware of First Aid procedures, kits and equipment at hired venues.

### **Sound safety**

SCS takes the responsibility of protecting the hearing of members, volunteers, people working with SCS 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.