



# Health and Safety policy

## Introduction and scope

Fakenham Choral Society 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, Friends, the Musical Director, the Accompanist, soloists and musicians, volunteers, and members of the public
- This includes but is not limited to; rehearsals, concerts, social events, and fundraising activities.

## Responsibilities

- Overall responsibility for health and safety sits with the Fakenham Choral Society Committee.
- Practical responsibility for health and safety at events and activities organised by Fakenham Choral Society sits with Roger Burbidge (Chairman); Barbara Wyvill (Health and Safety Manager, Rosemary Dear (Staging Manager and Electrical Safety Manager); and with Gill Ashby (First Aider).

## Statements of general policy

1. Fakenham Choral Society will seek to prevent accidents and cases of ill-health by managing the health and safety at rehearsals, events and activities it organises.

Actions to be taken: relevant risk assessments to be completed for events and activities not already covered in our main risk assessment. Where regular venues are used, the risk assessment will be reviewed on an annual basis or sooner if required.

2. Fakenham Choral Society will provide clear instructions and information to ensure that members, staff, Friends, the Musical Director, the Accompanist, soloists and musicians, and volunteers are competent to rehearse, perform or do their work in a healthy and safe manner.

Actions to be taken: tasks performed by members, staff, Friends, the Musical Director, the Accompanist, soloists and musicians, and volunteers to be risk-assessed and appropriate instruction to be provided (e.g. erecting staging).

3. Fakenham Choral Society will engage and consult with members, staff, Friends, the Musical Director, the Accompanist, soloists and musicians, and volunteers on health and safety conditions.

Actions to be taken: members, staff, Friends, the Musical Director, the Accompanist, soloists and musicians, and volunteers 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, Friends, the Musical Director, the Accompanist, soloists and musicians, and volunteers to raise health and safety concerns.

4. Fakenham Choral Society will implement emergency procedures – evacuation in case of fire or other significant incidents.

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.

5. Fakenham Choral Society will maintain safe and healthy conditions, provide and maintain plant, equipment and machinery, and ensure safe storage of staging and other equipment.

Actions to be taken: ensure satisfactory health and safety conditions at hired venues and for hired equipment. Ensure that any equipment owned by Fakenham Choral Society will be stored safely and electrical equipment PAT tested annually.

### **First Aid**

- Fakenham Choral Society will ensure they are aware of First Aid procedures, kits and equipment at hired venues. In addition, the FCS First Aider will take our First Aid kit to the venue
- Where practical Fakenham Choral Society will recruit members and volunteers with First Aid experience
- The Fakenham Choral Society will ensure that any accidents are recorded in the accident book which will be on site at all rehearsals, concerts and other events.

### **Sound safety**

Fakenham Choral Society takes the responsibility of protecting the hearing of members, staff, Friends, the Musical Director, the Accompanist, soloists and musicians, 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 and keep any amplified sound to a reasonable level.

Approved by the Committee on:

Signed:

(Chairman)

Next review date: