

# Purbeck Arts Choir



## Health and Safety Policy

### Introduction and scope

Purbeck Arts Choir 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, staff (including freelance), volunteers 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 the Purbeck Arts Choir Committee.
- Practical responsibility for health and safety at events and activities organised by Purbeck Arts Choir sits with [name and role]. *the Chair and Louise Hayward - HSO*

### Statements of general policy

1. Purbeck Arts Choir 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. Purbeck Arts Choir 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 to be risk assessed and appropriate instruction to be provided (e.g. preparing and serving hot drinks, erecting staging).

3. Purbeck Arts Choir will engage and consult with members, staff and volunteers on health and safety conditions.

Actions to be taken: members, staff 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, staff and volunteers to raise health and safety concerns.

4. Purbeck Arts Choir 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.

5. Purbeck Arts Choir 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 Purbeck Arts Choir will be stored safely.

## **First Aid**

- Purbeck Arts Choir will ensure they are aware of First Aid procedures, kits and equipment at hired venues.
- Where practical Purbeck Arts Choir will recruit members and volunteers with First Aid experience
- Where appropriate (e.g. for larger events) Purbeck Arts Choir will train members or volunteers in First Aid or work with professional First Aid organisations.

## **Sound safety**

Purbeck Arts Choir 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
- 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.

Policy adopted on:

Date: 4 March 2019

  
Diana Cook

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Chairman