

Bristol Cabot Choir

Health & Safety Policy Statement & Risk Management

Bristol Cabot Choir (BCC) 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.

What is risk management?

Risk management is the process by which one identifies potential risk events or threats to the organisation that might arise as a result of activities & assess the impact of these events should they occur, the likelihood of them occurring, and the action you might decide to take either to minimise them or to respond to them should they happen.

The Trustees will consider conducting a risk assessment of different aspects of the choir's activities, where appropriate, for example:

- Events involving the general public – event safety, first aid provision, venue provision · Governance issues – control of your finances and budget planning; succession planning of committee personnel; (*see finance policy*)
- Practical concerns – planning rehearsals and administration, IT (eg storage of information, data protection) (*see Data protection policy*)
- Child protection – assessing the situations where the choir comes into contact with children or vulnerable adults; (*see safeguarding policy*)

Responsibilities

All members of BCC have a duty to ensure that they conduct themselves in a safe manner and that their acts or omissions do not cause harm to themselves or others; including other choir members, visitors and audience members. Choir members will be encouraged to bring to the attention of the Choir Committee & Trustees any concerns regarding any health and safety issues.

- Overall responsibility for health and safety sits with the BCC Trustees.
- Practical responsibility for health and safety at events and activities organised by BCC sits with **[name and role]**.

Statements of general policy

1. BCC 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. BCC 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. BCC 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. BCC 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. BCC 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 BCC will be stored safely.

First Aid

- BCC will ensure they are aware of First Aid procedures, kits and equipment at hired venues.
- Where appropriate (e.g. for larger events) BCC will work with professional First Aid organisations.

Sound safety

BCC 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.

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