**Bishopwearmouth Choral Society - Health and Safety policy**

***Any reference to Bishopwearmouth Choral Society in this policy includes Bishopwearmouth Young Singers***

**Introduction and scope**

Bishopwearmouth 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, 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 Bishopwearmouth Choral Society Committee.
* Practical responsibility for health and safety at events and activities organised by Bishopwearmouth Choral Society sits with David Cox - as Concert Manager.

**Statements of general policy**

1. Bishopwearmouth Choral Society 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 identified for events and activities. Where regular venues are used (Sunderland Minster, Ewesley Road Methodist Church & Fulwell Methodist Church) the risk assessment will be reviewed on an annual basis or sooner if required.

1. Bishopwearmouth Choral Society 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).

1. Bishopwearmouth Choral Society 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.

1. Bishopwearmouth Choral Society will implement emergency procedures – evacuation in case of fire or other significant incident.

Actions to be taken: ensure at least one individual – currently Liz White, as Business Manager, for Sunderland Minster, and David Cox as Concert Manager, - is responsible for knowing fire procedures for hired venues and for communicating them to those present.

1. Bishopwearmouth Choral Society 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 Bishopwearmouth Choral Society will be stored safely.

**First Aid**

* Bishopwearmouth Choral Society will ensure they are aware – via Liz White, for Sunderland Minster, of First Aid procedures, kits and equipment at hired venues.
* Where practical Bishopwearmouth Choral Society will recruit members and volunteers with First Aid experience
* Where appropriate (e.g. for larger events) Bishopwearmouth Choral Society will train members or volunteers in First Aid or work with professional First Aid organisations.

**Sound safety**

Bishopwearmouth Choral Society 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.

*Implemented : July 2018*

*Review Date : January 2020 and annually.*

*This policy will be reviewed by the Society Secretary with other Committee members, to be decided at the time of the review, and then endorsed by the Committee.*