



Singing for all ages

S C Choirs

Health and Safety Policy

26th February 2016 to 25th February 2017

Policy Statement

The Trustees of the S C Choirs are committed to providing a safe and healthy environment for all members, staff and volunteers engaged in the activities of the choirs. This Health & Safety Policy outlines the arrangements for rehearsal and concert venues, and how the hazards associated with these venues are identified and the risks assessed. The arrangements for First Aid, Security and Equipment Checking are identified. The policy also outlines the provision of Insurance Cover for S C Choirs.

All members, staff and volunteers are encouraged to contribute actively towards achieving a safe and healthy environment for all activities.

This Health & Safety Policy will be reviewed annually to monitor its effectiveness and to ensure that it reflects changing needs and circumstances.

This Health & Safety Policy complements the S C Choirs Safeguarding, Child and Adult Protection Policy, Medical Care and Medication Administration Policy and Chaperone Policy.

Rehearsal and Concert Venues

S C Choirs do not own any rehearsal or concert venues.

The regular venue for rehearsal is Four Oaks Methodist Church and Arthur Terry School. Additional venues (hired or loaned free of charge) may be used for rehearsals and concerts.

Heating, ventilation and sanitation facilities are provided by the owners of the venues.

Fire precautions will be taken, and fire procedures will be followed, in accordance with the venue owner's instructions.

Access to land line telephones, may not be available at all rehearsal and concert venues. In case of emergency, mobile phones carried by the majority of staff, volunteers, trustees and musicians, will be used.

The availability of mobile network signal will be checked for each venue used to ensure that mobile phones can be used in an emergency.

First Aid

S C Choirs have at least one trained First Aider (with basic First Aid Kit) in attendance at all rehearsals and concerts.

Accidents and Near misses will be recorded in the Accident Book.

Checking of Equipment

A small amount of equipment belongs to S C Choirs. Music stands do not require regular checking.

All instruments are owned/loaned by individual musicians and parents/carers, who are responsible for checking.

All electrical equipment (i.e., speakers, amplifiers, lighting equipment, recording equipment etc) which is loaned from individuals will be checked visually prior to each use.

All electrical equipment owned by S C Choirs that could pose a risk to users will be Portable Appliance Tested. See guidance leaflet <http://www.hse.gov.uk/pubns/indg236.pdf>

Security

For normal rehearsals at Four Oaks Methodist Church and Arthur Terry School, a register will be taken of all members entering and leaving the rehearsal hall.

For all concerts, appropriate ‘venue specific’ arrangements for registration will be made.

For all rehearsals at venues other than Four Oaks Methodist Church, ‘venue specific’ arrangements for registration will be made.

Insurance Liability

As a member of ‘Making Music’ (an association of amateur and semi-professional musicians) S C Choirs are insured through the ‘Making Music’ block insurance.

Insurance cover is provided for the following:

- Property
- Money
- Liabilities
- Personal Accident
- Abandonment

Risk Assessment

Risk Assessments will be carried out for each venue used for rehearsals and concerts.

All Risk Assessments will be based on the template in Dropbox Music and Performance File

Emergency Arrangements

The Secretary/designated person will hold medical notes and emergency contact telephone numbers for all members and volunteers in a confidential file. This file will be in the safekeeping of the Secretary at all times, and will be available at all rehearsals and concerts.

Signed:

(this should be signed by the most senior person in your organization; eg the Chair of your board of trustees)

Janice Jones
Trustee and Chair of S C Choirs 26 February 2016