



## Health and Safety Policy

### Introduction and scope

Danesborough Chorus 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, volunteers and members of the public.
- This includes but is not limited to: rehearsals, concerts and fundraising events.
- This includes freelancers in consultation with the orchestral manager (when one is contracted).

### Responsibilities

- Overall responsibility for health and safety sits with the Danesborough Chorus Committee.
- Practical responsibility for health and safety at events and activities organised by Danesborough Chorus sits with the Health and Safety Officer.

### Statements of general policy

1. Danesborough Chorus will seek to prevent accidents and cases of ill-health by managing health and safety at events and activities that it organises.

**Actions to be taken:** relevant risk assessments to be completed for events and activities. In the case of venues used on a regular basis, the risk assessment will be reviewed on an annual basis or sooner if required.

2. Danesborough Chorus will provide clear instructions and information to ensure that members, freelancers and volunteers are competent to do their work in a healthy and safe manner.

**Actions to be taken:** tasks performed by members, freelancers and volunteers to be risk assessed and appropriate instruction to be provided (e.g. preparing and serving hot drinks, erecting staging).

3. Danesborough Chorus will engage and consult with members, freelancers and volunteers on health and safety conditions.

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

4. Danesborough Chorus 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. Annual fire drill at rehearsal venue.

5. Danesborough Chorus will maintain safe and healthy conditions, provide and maintain equipment and machinery and ensure the safe storage and use of equipment and substances.

**Actions to be taken:** ensure satisfactory health and safety conditions at hired venues and for hired equipment. Ensure that any equipment owned by Danesborough Chorus is stored safely. Electrical equipment owned by Danesborough Chorus should be PAT tested periodically.

6. Danesborough Chorus will comply with current legislation on health and safety and in the event of a national health emergency will abide by prevailing guidance from the U.K. government.

**Actions to be taken:** the Chair and the Danesborough Chorus Committee will keep abreast of statements issued by the U.K. government.

### **First aid**

- Danesborough Chorus will ensure it is aware of first aid procedures, kits and equipment at hired venues.
- Where practical, Danesborough Chorus will recruit members and volunteers with first aid experience.
- Where appropriate (e.g. for larger events), Danesborough Chorus will work with professional first aid organisations.

### **Sound safety**

Danesborough Chorus takes seriously responsibility for protecting the hearing of members, volunteers and audience members. We will:

- ensure there are open lines of communication for individuals to raise concerns about hearing;
- take concerns seriously: the Committee and Musical Director will work with 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
- consult with the orchestral manager and individual instrumentalists who should agree the concert seating plan for the orchestra.

### **Policy review**

This policy will be reviewed every two years by the Danesborough Chorus Committee.

Current Health and Safety Officer: vacant

**Date:** June 2018

**Reviewed and updated:** May 2020

**Reviewed and updated:** May 2022

**Reviewed and no changes made:** May 2024