

## **Haslingfield Choir**

### **Health and Safety Policy**

#### **1. Policy**

This policy applies to all Haslingfield Choir Trustees, members and those attending choir events.

Any property let, leased, licensed to, or lent freely to the choir will be regarded as “premises”.

The overall responsibility for Health and Safety lies with the Trustees. They will be made aware of their responsibilities under this policy. Additional training will be provided to them if required as agreed by the chair.

The choir will generally use other organisation’s premises for their rehearsals and concerts. In doing so it will comply with the Health and Safety standards of those premises. All Saints Church Haslingfield is the current venue and therefore it is their health and safety standards that the choir will adhere to at present.

In future, performances, rehearsals and other events may take place elsewhere, and then the same principle of following that organisation’s Health and Safety standards and rules will apply. The chair will ensure the choir makes itself aware of the host agency’s Health and Safety standards and abides by them.

#### **1. Policy Review**

This Policy is a living document and will be reviewed and updated following any relevant changes to the law or national guidance.

It will be reviewed every three years or earlier if required.

#### **2. Risk Assessment**

This policy is about the safety both of members and of the people with whom they interact at concerts and any other events.

We do not possess or manage any premises of our own. Rehearsals and performances will generally take place at All Saints church. Occasionally other venues may be used. In all cases as stated in section 1, we will accept the risk assessments undertaken by the host agency.

When we are using another organisation’s premises we will assess and then manage any risks introduced by us to the setting- for example, seating arrangements including staging. All members will be encouraged to raise any health and safety issues of which they become aware with a committee member.

### 3. Roles and Responsibilities

The committee will review and agree the Health and Safety Policy. It will periodically assess the performance of the organization in health and safety matters in the light of any reports and incidents or concerns reported by members.

Given the significant proportion of older people in the choir, the committee will make sure the health and safety needs of this group of choir members are given particular attention. This means that health and safety will be broadly defined to include not only risks of trips falls and physical injury, but also factors such as the overall convenience, comfort and heating of the premises.

The committee will also:

- Investigate complaints by any members relating to their health, safety, or welfare at work
- Investigate potential hazards and dangerous occurrences at the workplace (whether they are drawn to their attention or not) and examine the causes of accidents at the workplace along with recommending remedial action/s.
- Actively encourage all members to participate in the maintenance of a safe environment

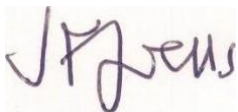
All members:

- a. Will abide by any safety rules laid down by the committee
- b. Will be encouraged to report any hazards observed to a committee member or deal with them themselves as appropriate
- c. Will take reasonable care of themselves and others who may be affected by their actions
- d. Will not misuse or interfere with anything provided for health and safety welfare

**Approved Date: 16<sup>th</sup> April 2023**

**Next Review Date: April 2026**

**Signed:**



**Jonathan Wells**

**Chair**