Otley Choral Society Health and Safety policy

Introduction and scope

Otley Choral Society is committed to providing a healthy and safe environment for all those involved in the 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, performances and fundraising events.

Responsibilities

- Overall responsibility for health and safety sits with the Otley Choral Society Committee and Trustees
- Practical responsibility for health and safety at events and activities organised by Otley Choral Society sits with the chair.

Statements of general policy

1. Otley 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 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. Otley 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).

3. Otley 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. Have procedures in place to ensure concerns raised are investigated and acted on where appropriate.

4. Otley Choral Society 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. Otley Choral Society will maintain safe and healthy conditions for the safe storage of equipment

Actions to be taken: ensure satisfactory health and safety conditions at hired venues and for hired equipment. Ensure that any equipment owned by Otley Choral Society will be stored safely.

First Aid

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

Sound safety

Otley 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, Trustees and Music Leaders 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 performances.

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