



Registered Charity No. 231548

## Health and Safety Policy

**Note: The legal entity known as The Nottingham Harmonic Society is referred to throughout this document as Nottingham Harmonic Choir (or the Choir). The Officers and all the other General Committee Members are, and may be referred to as, the Trustees.**

### 1. Introduction

- Nottingham Harmonic Choir 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, professionals, volunteers, and members of the public.
- This includes but is not limited to: Rehearsals, concerts, and fundraising events.
- This policy will underpin all other legal requirements for extraordinary circumstances that may occur.

### 2. Responsibilities

- Overall responsibility for health and safety sits with the Trustees.
- Practical responsibility for health and safety at events and activities organised by the Choir sits with the Trustees and the Health & Safety Co-ordinator.

### 3. Statements of general policy

- The Choir will seek to prevent accidents and cases of ill-health by managing the health and safety at events and activities it organises.

#### Appendix 1

Risk Assessments for the Choir in the following regular Nottinghamshire venues:

- a. The Nottingham Emmanuel School
  - b. Beeston Parish Church
  - c. Nottingham High School
  - d. Royal Concert Hall
  - e. Albert Hall
  - f. Southwell Minster
- Risk Assessments will be reviewed annually. If other venues are to be used, risk assessments will be sourced, scrutinised, and made available, as necessary.

**Actions:** Relevant risk assessments to be completed for events and activities as detailed above. Note that additional risk assessments will be prepared to cover events during the Covid-19 Pandemic.

- The Choir will provide clear instructions and information to ensure that members, professionals, and volunteers and are able to carry out their activities in a healthy and safe environment.

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

- The Choir will engage and consult with members, professionals and volunteers on health and safety conditions.

**Actions:** Members, professionals, 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, professionals, and volunteers to raise health and safety concerns.

- The Choir will implement emergency procedures – evacuation in case of fire or another significant incident.
- Nominated Officers will ensure that members of the Choir are informed of these procedures for each venue at the start of each event:
- The Officers may choose to delegate the responsibility for an individual venue or event.

**Actions:** Ensure at least one individual is responsible for knowing fire procedures for hired venues and for communicating them to those present.

- The Choir will maintain safe and healthy conditions, provide, and maintain equipment and ensure safe storage/use of substances. To ensure the safe storage of any equipment owned by the Choir, refer to individual risk assessments.
- For the safe use of individual electrical items owned by the Choir, they will be professionally tested regularly and labelled accordingly. (e.g., keyboard) Where individually owned electrical items are used occasionally, they will remain the responsibility of the owner and used by any other individual at their own risk. (e.g., a kettle)

**Actions:** have any electrical item owned by the Choir professionally tested.

#### 4. First Aid

As part of risk assessment procedures

- The Choir will ensure they are aware of First Aid procedures, first aid kit location and other related equipment at hired venues.
- The Choir will recruit the support of members and volunteers with First Aid experience. The Officers will keep a list of members who have volunteered; the list will be reviewed annually.
- For larger events, the Choir will adhere to the arrangements for First Aid provided. (See relevant Risk Assessment)

**Actions:** seek First Aid volunteers, draw up list and check regularly (Appendix 2)

## **5. Sound safety**

The Choir takes the responsibility of protecting the hearing of members, professionals, volunteers, and audience members seriously. We will:

- Ensure there are open lines of communication for individuals to raise concerns about hearing. These are as follows:
  - i) Personal contact with voice section steward before or after a rehearsal or during the break.
  - ii) Personal contact with any Committee Member or the Musical Director before or after a rehearsal or during the break.
  - iii) Personal email contact with the Chair
  - iv) Weekly Suggestion Box; anonymous, if desired
- Take concerns seriously: The Committee and Music Director will work with the individuals to find ways to minimise risk.
- Consider the protection of our audience's hearing when designing stage and audience layout for concerts.

### **APPENDIX 1**

Risk Assessments

Note: Additional risk assessments will be prepared and included to cover Covid-19 where applicable.

### **APPENDIX 2**

First Aid volunteers

### **APPENDIX 3**

Accident record

### **APPENDIX 4**

PAT testing (Portable Appliance Testing) [of Equipment owned by Nottingham Harmonic Choir]