

THE NOTTINGHAM HARMONIC SOCIETY

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. The Health & Safety Co-ordinator appointment is verified by the Trustees on an annual basis alongside all other non-trustee volunteer roles.

3. Statements of general policy

- The Choir will seek to prevent accidents and cases of ill-health by proactively following health and safety principles at events and activities it organises. Risk assessments will be completed for all the Choir's regular venues following the process described later in this policy document.
- The Choir will establish clear lines of communication for members, professionals, and volunteers to raise health and safety concerns.
- The Choir will engage and consult with members, professionals and volunteers on health and safety matters. Clear instruction and information will be provided where relevant to ensure that members, professionals, and volunteers are able to carry out their activities in a healthy and safe environment. Examples of activities include the erecting of staging or the preparation of hot drinks.
- If there is an update to a risk assessment, for instance when performing in a new venue, this information will be passed on to members, professionals and volunteers.
- The Choir will ensure that at least one individual is responsible for knowing fire procedures for hired venues and for communicating them to those present. This individual, or a nominated deputy, will implement emergency procedures – evacuation in case of fire or another significant incident.

- 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 safe use of individual electrical items owned by the Choir, they will be professionally tested regularly and labelled accordingly. 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.

4. First Aid Principles

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)
- The Choir will make use of an accident book, and this will be retained by a nominated first aider.

5. Principles of 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 of the General Committee.
- 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.

6. Risk assessment process

- The Trustees and the Health & Safety Co-ordinator are responsible for completing risk assessments for the Choir within 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
 - (g) The Becket School
- If other venues are to be used, risk assessments will be sourced, scrutinised and made available as necessary.

- Risk assessments will follow the principles outlined in section 3, 4 and 5 of the document.
- Risk assessments should be reviewed prior to the beginning of each Choir season by the Chair and the Health & Safety Co-ordinator. The outcome of this review will be shared with the General Committee at the earliest opportunity, usually the next General Committee meeting.
- If the Health & Safety Co-ordinator believes that a rehearsal or concert venue's own risk assessment is robust, the Chair may elect to utilise that document for a particular event rather than create a separate risk assessment.