

# **Woodbridge Choral Society**

## **Health and Safety Policy**

### **Introduction and scope**

Woodbridge Choral Society ('WCS') 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, staff (including freelance), volunteers and members of the public.
- This includes but is not limited to; rehearsals, concerts and fundraising events.

### **Responsibilities**

Overall responsibility for health and safety sits with the WCS Committee.

Practical responsibility for health and safety at events and activities organised by Woodbridge Choral Society sits with the Chair of the WCS Committee.

### **Statements of general policy**

1. Woodbridge Choral Society, through the WCS Committee, 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. Woodbridge Choral Society, through the WCS Committee, 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. Woodbridge Choral Society, through the WCS Committee, 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.

4. Woodbridge Choral Society, through the WCS Committee, 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. Woodbridge Choral Society, through the WCS Committee, will maintain safe and healthy conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.

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

## **First Aid**

Woodbridge Choral Society, through the WCS Committee, will ensure they are aware of First Aid procedures, kits and equipment at hired venues.

Where practical Woodbridge Choral Society, through the WCS Committee, will recruit members and volunteers with First Aid experience.

Where appropriate (e.g. for larger events) Woodbridge Choral Society will train members or volunteers in First Aid or work with professional First Aid organisations.

## **Sound safety**

Woodbridge Choral Society takes the responsibility of protecting the hearing of members, staff, volunteers and audience members seriously. Through the WCS committee, we will:

- Ensure there are open lines of communication for individuals to raise concerns about hearing
- Take concerns seriously; the Committee and Music Director 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 concerts.