**WEST BRIDGFORD SOCIAL SINGERS HEALTH AND SAFETY POLICY**

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| --- | --- | --- | --- |
| Date of review | Autumn 2017 | 2018 | 2019 |
| **Signed** |  |  |  |

**1. STATEMENT OF INTENT**

The WBSS committee will meet its responsibilities under health and safety legislation to provide safe and healthy conditions for members and to ensure that our activities do not adversely affect the health and safety of other people.

The WBSS committee will ensure that effective consultation takes place with all members on safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary the WBSS committee will seek specialist advice to determine the risks to health and safety and the precautions required to deal with them.

The WBSS committee will provide sufficient information and training in health and safety matters to all members in respect to the risk to their health and safety.

The WBSS committee requires the support of all members to enable the maintenance of high standards of health and safety in all their activities.

Signed ……………………………………… Signed ………………………………………….

Chairperson Treasurer

Date ………………………………………… Date ………………………………………………..

**Other sources of Health and Safety Information:-**

West Bridgford Methodist Church Briefings and signage

West Bridgford Methodist Church Health and Safety Policy

**2. ORGANISATION**

**2.1 Responsibilities of the Committee**

The Committee is responsible for:

* Complying with Health and Safety Policies of the venues that they perform and rehearse at;
* Formulating and ratifying the choirs Health and Safety Statement and health and safety procedures;
* Regularly reviewing health and safety arrangements ( at least once annually ) and implementing new arrangements where necessary;
* Ensuring that risk assessments are made and recorded of all the choirs activities;
* Ensuring that the statement and other relevant health and safety information is drawn to the attention of all members who are aware of it and comply with it;
* Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
* Promoting high standards of health and safety within the organisation;
* Attending appropriate Health and Safety Training Briefings to enable them to communicate information to all choir members
* Promoting health and safety matters throughout the choir; including signposting members to the policy and any notices;
* Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated;
* Awareness that emergency drills and procedures are carried out regularly and monitored for effectiveness;
* checking rehearsal and performance venues safe;
* checking equipment is safe before use;

**2.2 Responsibilities of all members**

**All** members of the choir have responsibility to:

* take reasonable care for the health and safety of themselves and others when undertaking choir activities;
* co-operating with the committee on all matters relating to health and safety by complying with the health and safety policy;
* not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare;
* reporting immediately to a member of the committee any serious or immediate danger;
* reporting to a member of the committee any shortcomings in the arrangements for health and safety;
* ensure that they only use equipment or machinery which they are competent to use or have been trained to use;

**3. Health and Safety Procedures**

**3.1 Emergencies (Fire etc)**

Emergency procedures covering a range of hazardous situations are communicated to choir members by the responsible persons from organisations and venues the choir rehearses or performs at.

The choir must maintain a register of participating members present at a rehearsal or performance.

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and where appropriate the emergency services are summoned.

He/she, supported by the committee, will liaise with the emergency services when they arrive and take advice from them including:

* the controlled evacuation of people from the building of all choir members on the site to a place of safety,
* that a register is taken at the assembly point
* that no-one attempts to re-enter the building until the all clear is given by the emergency services

***Note: The priorities are as follows:***

* ***to ensure the safety of all persons people, their removal from danger, their care and the application of first aid and medical treatment where appropriate;***
* ***to call the emergency services when appropriate;***
* ***to safeguard the premises and equipment, if this is possible without putting persons at risk.***

**3. 2 Accidents and Medical**

**Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation**

Any choir memberwho witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will ensure that the information is recorded and then reported to the relevant responsible person of the venue.

**3.3 First Aid**

First aid boxes and first aid record books are kept at the rehearsal and the committee are aware of trained first aiders.

It is the responsibility of any choir member to inform the committee of any personal health issue that may affect choir activity to ensure good health and safety practice.

It is essential that a confidential telephone emergency contact is maintained by the committee.

**3.4 Risk Assessment**

For any activity led by the choir, the committee are responsible for ensuring risk assessments are produced and appropriately communicated to members.

**3. 5 Manual Handling Equipment**

The transport and lifting of any portable equipment must be handled appropriately by 2 or more choir members.

#### 3. 6 Mobile Staging and Seating

Only people nominated by the committee, the musical director and the accompanist should assemble ant equipment relating to rehearsal or equipment. Members of the choir should be aware of safe procedures for moving and stacking seating.

#### 3.7 Portable Electrical Appliances and Hard Wiring

It is the responsibility of the committee that all relevant electrical equipment is PAT tested annually.