

Sounds Familiar Community Choir

Health & Safety Policy

1) Statement of intent

- a) The policy of Sounds Familiar Community Choir is to provide and maintain safe and healthy conditions and environment for all our members, plus any other people who are directly affected by our activities, such as members of the public at our events.

2) Responsibility

- a) Overall and final responsibility for health and safety at all events and activities organised by the Sounds Familiar Community Choir lies with the management committee. This responsibility will be delegated to a named person for each event or activity. This person will be responsible for ensuring that this policy is upheld.
- b) For our monthly committee meetings the responsible person is the meeting Chair.
- c) For all other events the responsible person will be named in advance and their name will be noted on all relevant risk assessments. All members involved with the event will be made aware of who is responsible for health and safety and their own responsibilities with regard to health and safety.
- d) Whenever possible, the Committee will identify the person who is responsible for assessing risk and well-being of members, with special attention to those with different abilities.

3) General arrangements

- a) The main activity of the Sounds Familiar Community Choir is to organise singing/ choral activities for members of the community who wish to join the choir. All necessary risk assessments will be carried out before every one off event. This will include assessing risk as it relates to all aspects of the event including: equipment; venue; members; attendees. Appropriate precautions will be taken to minimise hazards at all events and activities.
- b) Sounds Familiar Community Choir may also run regular events at the same venue or using the same equipment, such as our weekly rehearsals. In this case we will first utilise the health and safety and risk assessment in place for the venue. Should any further risk assessments be required they will be created to address need and will be reviewed at least once a year.
- c) Health and safety information and risk assessments will be held in one central file, this will contain an index of risk assessments, their function and their due date for review.
- d) We will make sure all choir members at events and activities are aware of the location of fire exits and emergency information.
- e) All choir members will be made aware of the precautions they need to take as noted on the relevant risk assessment.

- f) No choir member will run an event or activity on their own, and at least two choir members should stay at an event until it is finished and the last attendees have left.
- g) Sounds Familiar Community Choir will hold Public Liability Insurance

4) Review

- a) This policy will be reviewed every year
- b) Risk Assessments will be reviewed annually

Date.....

Signatures:

(Chair).....

(Secretary).....

Print Name

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