

## **Health and Safety Policy**

All members should aim to be supportive of other members of CEFC. The choir is an organisation that exists to make music and it draws together many very different people with diverse backgrounds, viewpoints and needs. All of them should be treated with respect and fairness regardless of the circumstances. We should also bear in mind that the choir is run by unpaid volunteers. We should be careful not to make unreasonable demands on their time and skills, and should remember to show appreciation for the work that is done by so many of the choir's members.

### **Introduction**

Crouch End Festival Chorus (CEFC) is a charitable company, managed by volunteers and governed by a board of trustees. The organisation has a membership which is generally between 140 and 150, with a small annual turnover of singers. The organisation does not own estate and hires its rehearsal and performance venues.

The trustees are accountable for the health and safety of the chorus and delegate responsibility to members of the chorus as outlined in this policy. Predominantly those members sit on the management committee, but this policy recognises that everyone in the choir is responsible for contributing to a healthy and safe environment. The policy also recognises the voluntary status of all who contribute to safety management. Practical responsibility for health and safety at activities organised by Crouch End Festival Chorus sits with the Operations Manager and is largely delivered by those committee managers responsible for rehearsal, concert and engagement organisation.

The chorus has public liability insurance through Making Music, which covers the chorus for claims for injury or damage for which it is legally liable.

CEFC takes all reasonable measures to prevent accidents and incidents from occurring by ensuring that it is aware of potential risks, and works to mitigate with reasonable measures any risks that it is aware of.

### **Areas covered by this policy**

Crouch End Festival Chorus is committed to providing a healthy and safe environment for all those involved in the activities it organises and takes part in.

- **People** covered by this policy include, but are not limited to: members, paid artists (including freelance), guest singers, volunteers such as ushers, and members of the public.
- **Activities** covered by this policy include, but are not limited to: rehearsals, performances, engagements, recordings and fundraising events.

From time to time the chorus works with schools and children and has implemented a separate Child Safeguarding policy to cover this area. However, any notified health and safety issues relating to children who have long-term health or disability issues will be addressed within the CEFC health and safety risk assessment for that performance.

The chorus will take all reasonable measures to work with individuals who have either informed us of a disability, or where we are aware of a physical difficulty, to ensure that any additional risks posed by their situation are safely managed. This includes access and egress in emergencies and support in rehearsals, concerts and recordings.

## **Members' responsibilities**

Choir members should notify the Membership manager of any particular support needs they may have, via the access support audit completed when they join the choir or by advising by email if new needs arise.

It is vital that our singers understand their own responsibilities, which are set out in the membership pack. These are:

- To listen to and comply with any directions given by or on behalf of CEFC or the promoters.
- To identify any additional hazards to the Operations Manager, or if not available, to a committee member or trustee.
- To ensure that, if they agree to carry out a task for CEFC, they are fit to do so.
- To let the organisation know if they need assistance due to any disability or health issue.
- To be responsible for the security of their own possessions including hired music, and to ensure that belongings are only stored in allocated spaces and do not block aisles or exits.

## **Accidents and ill-health**

Crouch End Festival Chorus will seek to prevent accidents and cases of ill-health by managing the health and safety of its members, artists and volunteers at the events and activities it organises.

Actions to be taken:

- The Operations Manager will be responsible for ensuring risk assessments have been carried out and documented for rehearsals, concerts, projects, workshops etc.
- The Trustees will review the risk assessments on a quarterly basis and provide feedback to the management committee.

- The Operations Manager is responsible for informing the trustees immediately of any incident, accident or health issue believed to be as a result of a CEFC activity. For external promotions, this information should also be sent to the promoter for their records.
- Risk assessments for regular rehearsal venues will be reviewed every three years alongside this policy unless there is a change in circumstances, e.g. building work, change of use, different size forces. Concert venues will be assessed each time due to the differing nature of the works performed and the number of performers.

## **Regular tasks**

Crouch End Festival Chorus will provide clear instructions and information to ensure that members and artists are competent to do their role in a healthy and safe manner.

Actions to be taken:

- Regular tasks performed by members, artists and volunteers will be risk assessed by the relevant member of the committee and appropriate instruction provided if necessary (e.g. preparing and serving hot drinks, erecting staging, moving a piano, setting out chairs).
- Reminders will be circulated via the weekly choir notices at regular intervals through the year.

## **Emergency procedures**

Crouch End Festival Chorus will implement emergency procedures for evacuation in case of fire or other significant incident.

Actions to be taken:

- The Operations Manager will ensure that relevant liaison with the rehearsal and concert venues has taken place by a committee member and that all emergency procedures are communicated effectively to all performers.
- For regular rehearsal venues members should be reminded twice a year, via the weekly notices, of the procedures in case of emergency.
- The trustees will work with the management committee to develop an emergency procedure for the choir and ensure that there are designated key marshals for our own promotions.

## **Storage conditions**

Crouch End Festival Chorus will maintain safe and healthy conditions for the safe storage of equipment, music scores and any other items owned by the chorus.

Actions to be taken:

- Ensure there are satisfactory health and safety conditions for hired equipment.
- Ensure that any items owned by Crouch End Festival Chorus are stored safely.

- Ensure that volunteers who look after the storage areas are aware of their responsibilities and know how to carry items safely (e.g. heavy boxes of music).

## **First Aid**

Crouch End Festival Chorus maintains a list of members with First Aid experience. These people will be made aware that they could be asked to assist in case of incident. Please apply to the Concert and Rehearsal Manager, the Operations Manager or the Membership Manager for a list of First Aid volunteers.

The Operations Manager will ensure that First Aid procedures, and the location of first aid equipment at hired venues, including rehearsal venues, recording studios and concert venues, are gathered during the risk assessment and communicated to members and first aiders.

Where appropriate (e.g. for our own promotions in a church) Crouch End Festival Chorus will employ and work with professional First Aid organisations such as St John Ambulance.

## **Sound safety**

Crouch End Festival Chorus takes the responsibility of protecting the hearing of members, artists, volunteers and audience members seriously.

- We ensure there are open lines of communication for individuals to raise concerns about hearing. Members can contact their voice rep or a member of the committee about these concerns.
- We take into account the protection of our audience's hearing when designing stage and audience layout for performances.

## **Briefing and consultation**

Crouch End Festival Chorus will brief and consult with members, artists and volunteers on health and safety conditions.

Actions to be taken:

- Members and artists plus any temporary volunteers such as concert ushers will be briefed on health and safety and updated on any changes in risk assessment for regular venues/activities.
- Clear lines of communication are established for members, artists and volunteers to raise health and safety concerns via their voice rep or a committee member. This information is in our membership pack given to all new members. Any concerns raised will be investigated and acted on where appropriate.

## **Policy review**

This policy will be reviewed on a three-yearly basis, or:

- When a serious incident occurs

- If there is a change in legislation which affects the duty of the chorus
- If there is a change in the chorus's public liability insurance terms and conditions

<b>Policy title</b>	<b>Health and safety policy</b>
Date adopted	May 2021
Frequency of review	Every three years or as required
Last reviewed	September 2024
Last approved by Trustees	September 2024
Next review due	September 2027

*Crouch End Festival Chorus is a registered charity number 1110790, limited by guarantee and registered in England number 5052052. Registered office: 1st Floor, Sackville House, 143-149 Fenchurch Street, London EC3M 6BL*

## **APPENDIX 1**

### **Risk assessment**

A risk assessment should be completed for each of CEFC's own promotions.

Risk assessments and health and safety policies belonging to promoters of engagements are requested before the date of the engagement.