



Health and Safety policy

Introduction and scope

Trinity Singers 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.

Objectives

Trinity Singers has the following health, safety and wellbeing objectives:

- To implement standards of health, safety and welfare for the choir that comply with the requirements of the Health and Safety at Work Act 1974 and all other relevant statutory provision and code of practice.
- To provide and maintain safe and healthy working environments, equipment and procedures for the Choir and to provide such information, training and supervision as they need to this purpose.
- To promote a positive 'quality and safety culture' that directly links the provision of quality performances to health, safety and wellbeing as an objective and responsibility shared by all

In the pursuit of these objectives the choir expects all its members, supporters and volunteers to cooperate with and give their support to maintain safe and healthy conditions in which to perform.

Responsibilities

All members of **Trinity Singers** have a duty to ensure that they conduct themselves in a safe manner and that their acts or omissions do not cause harm to themselves or others; including other choir members, visitors and audience members. Choir members will be encouraged to bring to the attention of the Choir Committee & Trustees any concerns regarding any health and safety issues.

Overall responsibility for health and safety sits with the Trinity Singers Committee.

Practical responsibility for health and safety at events and activities organised by Trinity Singers sits with the designated Health and Safety Officer – details on the Trinity Singers website www.trinitysingers.co.uk

Statements of general policy

1. **Trinity Singers** 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. **Trinity Singers** 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. **Trinity Singers** 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. **Trinity Singers** 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. **Trinity Singers** 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 **Trinity Singers** will be stored safely.

First Aid

- **Trinity Singers** will ensure they are aware of First Aid procedures, kits and equipment at hired venues.
- Where practical **Trinity Singers** will recruit members and volunteers with First Aid experience
- Where appropriate (e.g. for larger events) **Trinity Singers** will train members or volunteers in First Aid or work with professional First Aid organisations.

Sound safety

Trinity Singers takes the responsibility of protecting the hearing of members, staff, volunteers and audience members seriously. 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.

Policy Review - The policy and procedures will be reviewed annually at the committee meeting immediately before the AGM.

Adopted at a committee meeting on 21st October 2018

Signed by the Chair on behalf of the Committee.

