

# Health and Safety Policy – Exeter Philharmonic Choir

**Exeter Philharmonic Choir** is committed to providing a healthy and safe environment for all those involved in the 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; performances; and fundraising events.

## Responsibilities

- Overall responsibility for health and safety sits with the **Exeter Philharmonic Choir** Trustees.
- Practical responsibility for health and safety at events and activities organised by **Exeter Philharmonic Choir** sits with the Concert Manager.

## Statements of general policy

1. **Exeter Philharmonic Choir** 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. **Exeter Philharmonic Choir** 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. **Exeter Philharmonic Choir** 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. Have procedures in place to ensure concerns raised are investigated and acted on where appropriate.
4. **Exeter Philharmonic Choir** 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 (not relevant to Exeter Cathedral, as fire procedures are communicated to all at the start of every concert, plus a member of their staff is always present at rehearsals).

## **First Aid**

- **Exeter Philharmonic Choir** will ensure they are aware of First Aid procedures, kits and equipment at hired venues.
- **Exeter Philharmonic Choir** will collate and maintain a list of members who have First Aid experience.

## **Sound safety**

**Exeter Philharmonic Choir** 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.

## **Policy review**

The policy will be reviewed every two years by the board of trustees/management committee. Members of Exeter Philharmonic Choir will be informed of any changes to the policy and be invited to comment.

*Policy adopted on 11 September 2024*