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| A black and white drawing of a snake  Description automatically generated with low confidence | **Streatham Choral Society**  **Founded 1921**  **Registered Charity No. 802195** |

**HEALTH & SAFETY POLICY**

**Key details**

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| **Effective date** | January 2017 |
| **Date of last review** | February 2023 |
| **Reviewed by** | Martin Gresty (Secretary) |
| **Approved by Committee** | March 2023 |
| **Next review date** | February 2024 |

**Introduction and scope**

It is Streatham Choral Society’s policy to safeguard the health, safety and welfare of all its members, supporters, volunteers and others who are involved by ensuring that the Society’s activities are carried out in healthy and safe conditions.

The Society has the following health, safety and wellbeing objectives:

* To implement standards of health, safety & welfare for the Society that comply with the requirements of the Health & Safety at Work Act 1974 and all other relevant statutory provision and codes of practice.
* To provide and maintain safe and healthy working environments and equipment and procedures for the Society and to provide such information, training and supervision as they need for 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 Society expects all its members, supporters and volunteers to cooperate with and give their support to maintaining healthy and safe conditions in which to perform.

**Roles and responsibilities**

The Committee, who are also the Trustees of Streatham Choral Society, accept overall responsibility for health, safety and wellbeing of the Society. The Committee is responsible for the effective implementation of the policy. To achieve a good standard of health and safety all members of the Society must take reasonable care for the health and safety of themselves, the other members and anyone who may be affected by their actions. They must be alert, draw attention to potential risks and cooperate with the Committee in all matters relating to health, safety and welfare of members.

Whoever is first on the scene of any incident or near miss should record the incident or near miss in the premise’s First Aid incident logbook or report it to the venue (or Concert Manager) in accordance with the venue’s own Health and Safety Policy. **The Concert Manager will have overall responsibility for logging these incidents.**

**Statement of general policy**

1. **The Society will seek to prevent accidents and cases of ill-health by managing the health and safety at events and activities it organises.**

**Action to be taken**: a designated member of the Committee, usually the Concert Manager, will complete an annual assessment of the rehearsal/concert space of any significant risk or hazards that might affect the health, safety or wellbeing of the Society, with specific consideration to members who may have special needs. Where, in the opinion of the assessor the risks are unacceptable, the Society will be prevented from rehearsing or performing in that space until the risks are eliminated, reduced or controlled. The assessment will be reported to the relevant custodians of the venue. In the meantime, alternative arrangements for rehearsal space will be made.

1. **Streatham Choral Society will provide clear instructions and information to ensure that members, musicians and volunteers are competent to undertake their activities in a healthy and safe manner.**

**Action to be taken:** Tasks performed by members, staff and volunteers will be risk assessed and appropriate instruction will be provided (e.g. preparing and serving hot drinks, erecting staging).

1. **Streatham Choral Society will engage and consult with members, musicians and volunteers on health and safety conditions.**

**Action to be taken:**

* Members, musicians and volunteers will be briefed on health and safety risk assessments for new venues/activities and updated on any changes in risk assessment for regular venues/activities.
* Clear lines of communication will be established for members, musicians and volunteers to raise health and safety concerns.

1. **Streatham Choral Society will implement emergency procedures including evacuation in case of fire or other significant incident.**

**Action to be taken:** The Society will ensure that at least one individual is responsible for knowing fire procedures for hired venues and for communicating them to those present.  Checks will be made to ensure clear access to escape routes.

1. **Streatham Choral Society will maintain safe and healthy conditions, provide and maintain equipment and machinery, and ensure safe storage and use of substances.**

**Action to be taken:**Streatham Choral Society will ensure satisfactory health and safety conditions at hired venues and for hired equipment and will ensure that any equipment or other material owned by the Society is stored safely.

**First Aid**

Streatham Choral Society will ensure it is aware of First Aid procedures, kits and equipment at hired venues. The Committee will make a request annually, normally in September, for designated First Aiders from within the Society to act as First Aiders in the event of an incident. The intention is to have sufficient First Aiders to ensure that at least one is present at any event.

**Sound safety**Streatham Choral Society will take responsibility seriously for protecting the hearing of members, staff, musicians and audience members.  The Society will:

* ensure there are open lines of communication for individuals to raise concerns about hearing;
* take concerns seriously; the Committee and Musical Director will work with individuals to find ways to minimise risk; and
* take into account the protection of the audience’s hearing when designing stage and audience layout for concerts.

**COVID-19**

Streatham Choral Society reviewed its risk management provisions as part of its decision-making processes in response to COVID-19. This included robust social distancing measures at in-person events and strict adherence to St Leonard’s risk assessment framework, which ensured the venue was a COVID-19-secure venue. While the threat of COVID-19 has declined, the Committee will ensure its health and safety measures are alert to any further outbreaks.