



Grantham Choral Society – Health and Safety policy

Introduction and scope

Grantham Choral Society (GCS) 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, freelancers (eg soloists and instrumentalists), 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 Executive Committee
- Practical responsibility for health and safety at events and activities organised by GCS sits with Jean Breckenridge.

Statements of general policy

1. GCS 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. (See example at Appendix 1). Where regular venues are used, the risk assessment will be reviewed on an annual basis or sooner if required.

2. GCS 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, freelancers and volunteers to be risk assessed and appropriate instruction to be provided (e.g. preparing and serving hot drinks, erecting staging).

3. GCS will engage and consult with members, staff and volunteers on health and safety conditions.

Actions to be taken: members, freelancers 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, freelancers and volunteers to raise health and safety concerns. Have procedures in place to ensure concerns raised are investigated and acted on where appropriate.

4. GCS 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. GCS will maintain safe and healthy conditions for the safe storage of equipment

Actions to be taken: ensure satisfactory health and safety conditions at hired venues and for hired equipment. Ensure that any equipment owned by GCS will be stored safely.

It must be noted that those premises at which GCS rehearse and those premises where it performs will have their own Health and safety Policies in place. These will be made available to members, freelancers and volunteers on request and will either take the place of or otherwise complement this policy.

First Aid

- GCS will ensure members, freelancers and volunteers are aware of First Aid procedures, kits and equipment at hired venues.
- Where practical GCS will recruit members and volunteers with First Aid experience
- When hosting larger events with an audience of up to 500, GCS will appoint a designated First Aid Lead to conduct a site-specific first aid risk assessment. Based on this assessment, GCS will ensure appropriate first aid provision is in place, including an adequate number of trained First Aiders, accessible and well-stocked first aid kits, a clearly defined first aid location, and a communication plan for summoning emergency services. We will plan this provision in collaboration with the operator of the venue in which the event is taking place. For events deemed higher risk, professional medical cover may be arranged. All appointed first aiders must hold valid, recognised qualifications, and the effectiveness of these arrangements will be reviewed after each large event to ensure ongoing safety.

Sound safety

GCS 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 Leaders 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 performances.

Appendix 1

Grantham Choral Society Health and Safety Risk Assessment

Risk Assessment Template

Organisation: Grantham Choral Society

Activity/Location: [e.g., Weekly Rehearsal / Concert at Venue]

Date of Assessment: [Date]

Assessor Name: [Name]

Review Date: [Date, usually annually]

What are the hazards?	Who might be harmed?	Existing control measures	Additional actions needed	Action by whom & when?
1. Slips, Trips & Falls (e.g., cables, bags, uneven floors)	Members, audience	Keep walkways clear, cables taped down, good lighting.	Advise members to store bags away from aisles.	Committee - immediate
2. Fire Hazards (e.g., blocked exits, electrical equipment)	Everyone in the building	Fire exits checked, clear signage, capacity limits followed.	Ensure venue fire officer is known.	Fire Marshall - pre-event
3. Manual Handling (e.g., moving risers, pianos, chairs)	Volunteers, committee	Use trolleys, lift in pairs, training for heavy items.	Limit lifting to able-bodied members.	Committee - ongoing

4. Structural/Access (e.g., staging/risers instability)	Choir members	Regular inspection of risers, secure anchoring.	Check all bolts before use.	Venue manager/Chair - before use
5. Health (Covid/Illness)	Vulnerable members, all	Good ventilation, hand sanitiser available, voluntary mask-wearing.	Advise sick members to stay home.	Members/Committee - ongoing
6. Environmental (e.g., cold/hot venue, poor lighting)	All present	Check heating/AC, use proper lighting.	Bring heaters/fans if necessary.	Committee - before rehearsal
7. Safeguarding (If juniors are involved)	Children/Vulnerable Adults	DBS checks, supervision ratios maintained.	Ensure safeguarding policy is active.	Designated officer - ongoing

Key Areas to Cover in Specific Scenarios

- **Rehearsals (Weekly):** Focus on ventilation, safe access, chair arrangement, and storing personal belongings.
- **Concerts (External Venue):** Focus on stage access, secure staging, fire evacuation routes, and parking.
- **Social Events:** Food hygiene if serving refreshments, and safe access for evening events.