

Milton Keynes Chorale Health & Safety Policy

Date: 18 May 2023

INTRODUCTION AND SCOPE

Milton Keynes Chorale 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.

RESPONSIBILITIES

Overall responsibility for health and safety sits with the Milton Keynes Chorale Board of Trustees.

Practical responsibility for Health and Safety at events and activities organised by Milton Keynes Chorale sits with the Concert Manager as well as a designated Health & Safety Officer. The Concert Manager can also designate other responsibilities when appropriate. See Appendix 3 for details.

The responsible person, shown in Appendix 3, will undertake relevant Health & Safety training. (e.g. Moving and Handling Staging, Fire Safety etc.)

STATEMENTS OF GENERAL POLICY

Milton Keynes Chorale 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 venues (Appendix 1) as well as events and activities (Appendix 2). Where regular venues are used, the risk assessment will be reviewed on an annual basis or sooner, if required.

Milton Keynes Chorale will provide clear instructions and information to ensure that its 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. erecting staging, preparing and serving hot drinks.)

Milton Keynes Chorale 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 when Appendix 1 and/or 2 are completed. Establish clear lines of communication for members, staff and volunteers to raise health and safety concerns.

Milton Keynes Chorale 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. This will be the Concert Manager on the day, as well as well as the Musical Director.

Milton Keynes Chorale 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 healthy and safety conditions at hired venues and for hired equipment.

SOUND SAFETY

Milton Keynes Chorale takes the responsibility of protecting the hearing of members, staff, volunteers and audience members seriously. The Board will:

- ensure there are open lines of communication for individuals to raise concerns about hearing;
- take concerns seriously; the Board of Trustees and the 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.

FIRST AID

Milton Keynes Chorale will ensure it is aware of First Aid procedures, kits and equipment at hired venues.

Where practical, Milton Keynes Chorale will recruit members and volunteers with First Aid experience. See Appendix 3 for current members and volunteers.

Where appropriate (e.g. for larger events), Milton Keynes Chorale will train members or volunteers in First Aid work with professional First Aid organisations.

Members will be invited annually to update their medical information confidentially to the Membership Secretary.

FIRST AID PROCEDURES

In the event of injury or illness, designated First Aiders will act to secure the safety of members of the choir or the public attending a Milton Keynes Chorale event.

REHEARSAL VENUE

- A First Aid kit will be provided at each rehearsal and be kept with the registers at the main door.
- A designated first aider will provide first response to any member of the chorale who requires it.
- If the first aider assesses that further treatment is needed, a second member of the team will contact the ambulance/paramedic.
- A third member of the team will ensure the safety of the rest of the choir where necessary.

CONCERT VENUES

- A First Aid kit will be taken to all venues in addition to kits available at the venue.
- A designated first aider will provide first response during rehearsals.
- Milton Keynes Chorale will provide a professional response team during concerts (e.g. St John's Ambulance or Red Cross) when appropriate to the venue and expected audience size and also when required by the venue.

APPENDIX 1: RISK ASSESSMENT AND INFORMATION ON A VENUE

This form will be used for initial visits to a venue. It will then be stored in the Dropbox.

APPENDIX 2: RISK ASSESSMENT FOR PERFORMANCE

This form will be used for every concert. It will be completed by the Concert Manager or Chair with information being supplied by the relevant people.

APPENDIX 3: CURRENT NAMED PEOPLE LIST

This form will need to be updated when someone else takes over a role.