

Introduction and scope

Alnwick and District Choral Society (ADCS) 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;
- at rehearsals, performances and fundraising events.

In order to produce this policy reference has been made to the Health & Safety Executive and Making Music (www.makingmusic.org.uk). This policy will be implemented through Health and Safety Operating Guidelines.

Responsibilities

ADCS Trustees have overall responsibility for health and safety. They will appoint a Trustee to take the lead on all health & safety matters. Other members and volunteers will be identified annually to be coordinators responsible for adhering to the operating the guidelines in the following areas;

- health and safety at each rehearsal/choir only event including any practical hazards, first aid issues or emergencies
- health and safety at each performance including any practical hazards, first aid issues or emergencies
- in the event of an evacuation, they will be supported by choir line reps (responsible for taking the members register at each rehearsal) will also take a register at the agreed assembly point, to include the music director, accompanists and musicians/soloists.

Statement of general policy

ADCS seeks to prevent, as far as is reasonably practicable, accidents and cases of ill-health by managing the health and safety at events and activities it organises. ADCS seeks to pre-empt and mitigate any risks and to continually improve its approach as it learns from experience. It will do this by;

- producing risk assessments for all activities, to be reviewed every 3 years but updated by exception if necessary.
- recording accidents, issues, incidents and feedback, reviewing them at committee meetings and implementing any learning.

ADCS will encourage good health and safety practices and issue guidance to help all those involved in delivering this policy.

All members and event participants are responsible for following ADCS policies and for raising any health and safety concerns to either a committee member (trustee) or a Health & Safety Co-ordinator as soon as possible.

ADCS will adopt and implement emergency and evacuation procedures consistent where possible with any venues it is using.

It is recognised that some Choir Members may require additional support in the event of an evacuation. ADCS will ask members to ensure they highlight any additional requirements and, as far as practically possible, put mitigating actions in place.

ADCS will ensure at least one nominated individual (the coordinator) at each rehearsal/event will;

- know the location of first aid supplies (e.g. first aid kits, defibrillators) at the event venue.
- know any local numbers that may be useful in case of an emergency.
- be designated to take charge if there is an incident, if only to call for assistance/emergency services if required. If appropriate, ask others at the event if they have any relevant experience or training in first aid.

In addition, ADCS will aim to provide an 'emergency bag' to support any short-term actions to mitigate identified risks. The bag will include useful equipment, contact information and a first aid kit.

ADCS seeks to protect the hearing of members, staff, volunteers, and audience members and to protect the voices of all singers. It will do this by;

- ensuring there are open lines of communication for individuals to raise concerns about hearing and working with the individuals to find ways to minimise risks.
- considering the protection of the audience's hearing through choir, orchestra and audience layout for performances.

This policy will be reviewed every three years but amended within that period if required.

Policy adopted by Trustees: 9th April 2025 (see minutes of meeting)

Next review: April 2028