

Health and Safety Operating Guidelines:

This document provides guidance for those involved in the ensuring Alnwick and District Choral Society delivers on its Health and Safety (H&S) Policy. It includes:

- Key roles and their outline responsibilities
- Specific guidance for rehearsals held at Swansfield Park Primary School (see appendix 1)
- Specific guidance for rehearsals and events held at St Paul's Church (see appendix 2)
- Specific guidance for rehearsals or events held at St James' Church (appendix 3) - to be completed
- Specific guidance for rehearsals or events held at other venues - template (appendix 4) - to be completed
- Guidance for respiratory/easily transmittable illnesses (see appendix 5)
- Details for the emergency bag (appendix 6)
- Personal emergency evacuation plans (PEEPS), content (appendix 7)
- Content/template for reporting accidents, incidents and feedback and the process to ensure this guidance is continually improved over time (appendix 8)
- Key individuals and roles and responsibilities - details (appendix 9)
- Venue Emergency Contact Details (appendix 10)

Key Roles:

Responsible Committee Member (trustee) - RCM

Will be responsible for all aspects of Health and Safety, specifically to:

- ensure the H&S policy is delivered through these guidelines
- and that all aspects of delivering on the policy are continually improved over time and that guidelines and risk assessments are updated.
- ensure the coordinators understand their responsibilities and the guidelines and that deputies are available to step in when the coordinators are unavailable.
- support the coordinators and all others involved in ensuring H&S of all participants.
- ensure risk assessments are carried out for any new events/venues or any other situation that may occur eg. covid (taking account of current government guidance if available). Implement any resulting mitigation guidelines/actions.
- make the policies, risk assessments and guidance available to members and others on the website.

Health and Safety Coordinator - Rehearsals

A volunteer(s) will be appointed annually to follow the guidelines attached at Appendix One for Swansfield Primary School, Appendix Two for St Paul's church or others as adapted for alternative venues. See appendices.

In addition, others will be identified who can cover for their absence or share the responsibility.

Health and Safety Coordinator - Event

A volunteer(s) (who is not a member of the choir) will be appointed for each event to manage health and safety at the event and to follow the guidelines attached at Appendix Two for St Paul's Church or others produced for alternative venues.

ADCS Line Reps (Evacuation)

In the event of an evacuation, Line Rep will be responsible for supporting the H&S Coordinator, using their attendance lists to take a register at the agreed assembly point (to include the music director (MD), accompanists and musicians/soloists) and to flag any issues to the Coordinator/Emergency Services. They will also encourage their group to follow the evacuation process and any members requiring support during an evacuation to identify their needs and ensure a personal emergency evacuation plan (PEEP) is put in place.

Members (and the music director/accompanists, professional musicians)

All members and event participants responsibilities include:

- following ADCS health and safety policies and guidelines
- protecting their own health and safety
- raising any health and safety concerns to either a committee member (trustee) or a Health & Safety Coordinator as soon as possible.
- to include, if they need additional support in the case of evacuation, to ensure they have a documented PEEP including a named support person - See Appendix 6.

The Audience at Events:

All attendees are responsible for:

- following all venue and ADCS health and safety policies and guidelines
- protecting their own health and safety
- raising any health and safety concerns to either a committee member (trustee) or the Event Coordinator as soon as possible.
- if they need additional support in the case of evacuation, to ensure they have someone with them who can ensure their safe evacuation. If this is not possible, they should raise any needs with the Event Coordinator who will ensure they will be helped.
- if in a wheel chair, ensuring their chairs are positioned next to the pews (in the centre aisle only) and they do not block any access points into/out of pews or down the aisle.

These guidelines will be reviewed every 3 years but updated by exception if required.

Operating Guidelines adopted on ...2nd September 2025. (date)

Next review ...September 2028....(date)

APPENDIX 1: GUIDELINES FOR SWANSFIELD PRIMARY SCHOOL

Important General Information

- ADCS rehearsals are in the main hall, the maximum capacity is 150 and should not be exceeded.
- No smoking and no naked flames are permitted anywhere on School premises.
- No nuts are allowed on the premises.
- See layout diagrams

Location of Key Equipment - see layout

- First aid kit: in the Plum Class hallway area, in front of the fire exit door towards the toilets (accessible during rehearsals using hall door)
- Defibrillator: in porch of main entrance (accessible during rehearsals using main door)

Process:

At the start of each year (ADCS):

The Health & Safety Coordinator (rehearsals) will be provided with a copy of the venue risk assessment and these guidelines.

They will lead a walk-through of the venue and evacuation procedure with line reps and others directly involved with health and safety annually or if it changes.

They will be provided with an emergency bag containing useful items to bring to each event (see appendix 5)

The Responsible Committee Member will remind all members and others of the guidelines and evacuation process. This will be repeated at the start of each term.

At each rehearsal:

If the Coordinator cannot attend, they will identify a deputy and ensure they understand the role and have all necessary information (including the location of first aid equipment, contact details of local/emergency services and the emergency contact details for members) available and the events bag.

Should an incident occur, the coordinator will be responsible for ensuring the appropriate actions are taken using these guidelines as the basis.

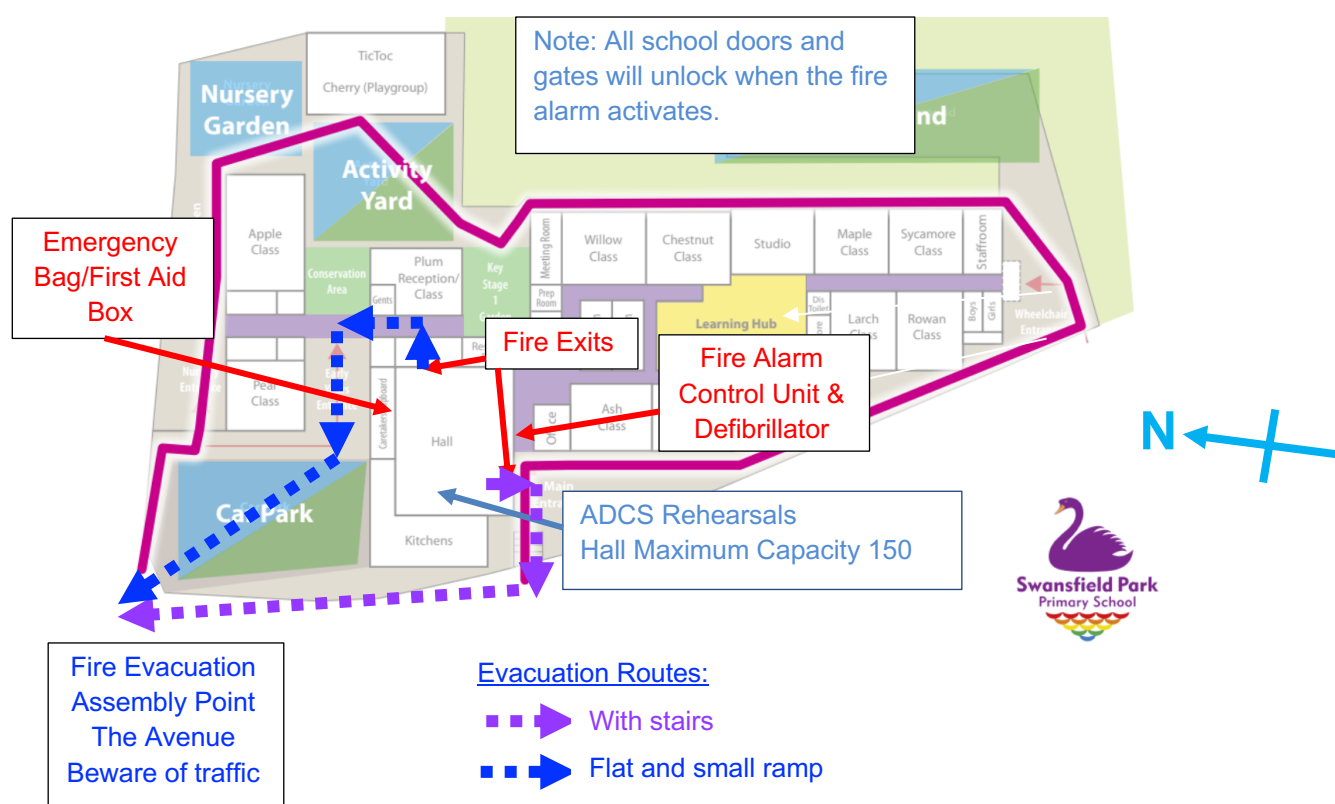
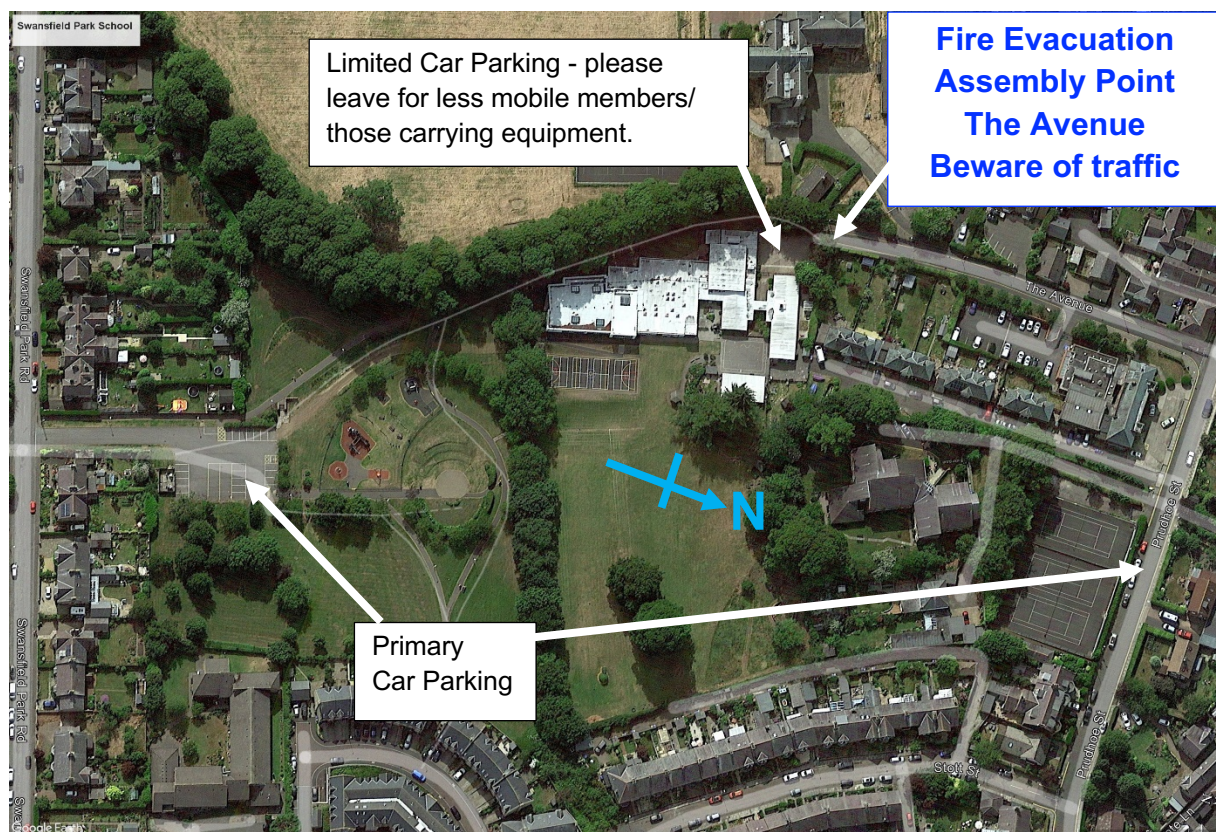
If helpful, others should be asked if anyone has any relevant experience or training in first aid.

They will ensure any issues, incidents, emergencies, concerns or ideas are recorded and reported to the RCM.

Particularly at the start of each term and also prior to every rehearsal they will undertake an inspection to ensure:

- Fire exit routes are clear. Note: all fire doors are unlocked automatically when the Fire Alarm is activated.
- Be aware of anyone who has a Personal Emergency Evacuation Plan.
- Ensure the events bag is available and includes all necessary items.
- Trip hazards are identified and either rectified or marked with signage or hazard tape and Members of the choir advised.
- A visual check of any electrical equipment/wires checking for damage. Any items of concern to be removed from use and the owner of equipment advised.
- Loose cables from equipment are taped.
- That all coats and bags are stored safely and are not blocking pathways.
- Lighting is adequate.
- Spills are wiped and/or clearly marked.
- Anyone lifting heavy objects such as chairs does so with good technique i.e. keep back straight and bend legs.
- Seating and standing areas are safe and allow for good posture and safe entry and exit.
- Advise members of any issues and ask them to flag any issues/concerns
- Notify the contact at the venue of any building issues as soon as possible, in addition they should be advised of any accidents that occur. Also report these items to the responsible committee member.
- The room is left clean and tidy and someone is able to lock up and sign out of the building.

Swansfield Park Primary School layout (Approximate Illustrations)



EVACUATION - SWANSFIELD PARK PRIMARY SCHOOL

Any person discovering a fire must operate the nearest fire alarm.

Call the Fire Service immediately by dialling 999 using the nearest telephone or mobile
[Address: Swansfield Park Primary School, The Avenue, Alnwick NE66 1UL]
Also call the school's lead for issues/emergencies - Pauline Barrass, 07828 048083,
pauline.barrass@swansfield.school

On hearing the fire alarm or being requested to evacuate:

Everyone should evacuate the building immediately and go to the assembly point (see below)

Individuals requiring special assistance will be supported in their evacuation - see specific
Personal Emergency Evacuation Plans (PEEPs).

Fire exits are clearly marked.

Note: all door and gate locks will be disarmed when the fire alarm goes off.

Exit route for all levels of mobility: Exit through the wooden double doors to the side of the hall (towards toilets). Turn left and then left again through the external door, across the car park to The Avenue

Alternative exit route (with stairs): Exit through external door. Turn right, go up the stairs and turn right again along the path to The Avenue.

The line reps will take a register to ensure all choir members, MD and accompanists are present or report immediately to Emergency Services and the Health and Safety Coordinator.

Others are encouraged to highlight anyone that is missing.

Assembly point - The Avenue, just outside the school gate and car park. Please be aware of any traffic.

At all times everyone should act quietly and calmly.

Do not stop to collect your personal belongings.

Do not attempt to pass others on your way to the place of assembly.

Last person leaving should shut doors behind them to contain any fire.

NOTES ON SCHOOL FIRE ALARM

The fire alarm box is on the lefthand side, on the wall, as you come into the first lobby of reception.

To know where the fire is: read the information on the panel

When calling 999 to report the fire ideally report its position.

Only if required:

To disarm the system: open the door and press the button marked 'silence alarm'.

The key to open the alarm is on top of the box.

The key turns to the right.

APPENDIX 2 Guidelines for St Paul's Church

Important General Information

- The total capacity of the Church is 600. ADCS are highly unlikely to exceed this capacity, typical maximum usage is expected to be c. 250. However, this will be monitored over time.
- No smoking and no naked flames are permitted anywhere on church premises.
- See layout diagrams

Location of Key Equipment - see layout

- First aid kit: on unit top in the kitchen accessed through the side sacristy door or from the south east corner of the nave.
- Defibrillator: outside the Masonic Lodge on Prudhoe Street, Alnwick, NE66 1UW.

Process:

Prior to the start of each rehearsal/event at this venue:

The Health & Safety Coordinator (rehearsals and/or events) will be provided with a copy of the venue risk assessment, the emergency bag and these guidelines.

If the Coordinator cannot attend, they will identify a deputy and ensure they understand the role and have all necessary information and emergency bag.

They will lead a walk-through of the venue evacuation procedure with the line reps, and others directly involved with health and safety (at least once per year or if it changes).

They should ensure the Emergency Bag is given to the Event Coordinator at the event (see below)

The Responsible Committee Member will remind all members and others of the guidelines and evacuation process at the start of each cycle of rehearsals.

During Rehearsals/events:

Should an incident occur during rehearsals, the Coordinator (rehearsals and/or events) will be responsible for ensuring the appropriate actions are taken using these guidelines as the basis.

Location of first aid equipment, contact details of local/emergency services and the emergency contact details for members are available. If helpful, others should be asked if anyone has any relevant experience or training in first aid.

See evacuation guidelines below.

They will ensure any issues, incidents, emergencies, concerns or ideas are recorded reported to the RCM.

Particularly, prior to each rehearsal and the event, the Rehearsal Coordinator will undertake an inspection to ensure:

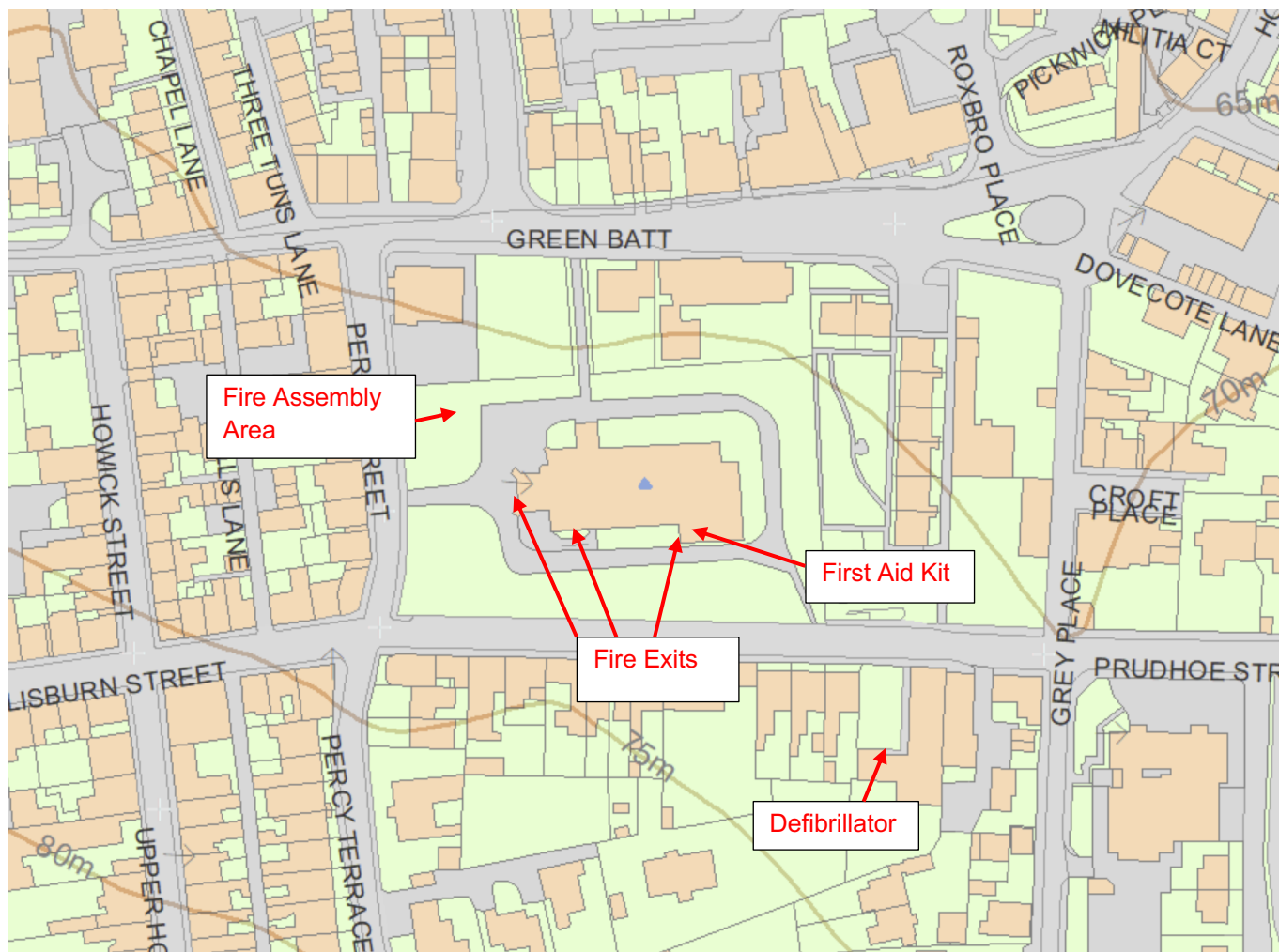
- Fire exit routes are clear. All fire doors are unlocked.
- They know the evacuation procedure and are aware of anyone who has a Personal Emergency Evacuation Plan.
- Emergency bag and First Aid box is available.
- A visual check of any Front of House and stage electrical equipment/wires checking for damage. Any items of concern to be removed from use and the owner of equipment advised.
- Loose cables from equipment are taped.
- Lighting is adequate for the event.
- Spills are wiped and/or clearly marked.
- Trip hazards are identified and either rectified or marked with signage or hazard tape and members/other musicians advised.
- Seating and standing areas are safe and allow for good posture and safe entry and exit.
- The wheelchair accessible and restricted mobility area are kept clear for appropriate people.
- Notify the contact at the venue of any building issues as soon as possible, in addition they should be advised of any accidents that occur.

They will notify the Event Coordinator of any particular issues they should be aware of.

After the rehearsal/event the Rehearsal Coordinator will undertake an inspection to ensure:

- All equipment, tables and chairs belonging the church are returned to their usual positions. Chairs and tables to be neatly returned to where they were from, stacked no higher than 4 chairs, away from the wall & windows and not in front of any exits. Unless otherwise agreed.
- All ADCS property is removed from the premises.
- The venue is left clean and free from litter (including nappies and biological waste), all lights, electrical equipment and taps are off (or as required by venue). Someone is able to lock the building. Note: The church does not have a licence to dispose of biological waste.
- Anyone lifting heavy objects such as chairs to do so with good technique i.e. keep back straight and bend legs.

St Paul's Catholic Church, Alnwick - Location and Layout (Approximate Illustrations)



EVACUATION - ST PAUL'S CATHOLIC CHURCH, ALNWICK

Any person discovering a fire or other incident requiring an evacuation must raise the alarm using a loud voice and operate the nearest fire alarm (inside of the west door and sacristy external door).

The fire service must be called immediately by dialling 999 using the nearest telephone or mobile. The address is St Paul's Catholic Church, Prudhoe Street, Alnwick, NE66 1AE. See alarm and instructions inside church west door hall way (south wall - see grey box, instructions to the right).

On hearing the fire alarm or being requested to evacuate:

Everyone should evacuate the building immediately and go to the assembly point (see below).

Individuals requiring special assistance will be supported in their evacuation - see specific Personal Emergency Evacuation Plans (PEEPs).

Use the nearest safe available exit to leave the building - see exit signs.

**Assembly point - in the church yard outside the west door/north side.
Stand on the grass and ensure access for emergency vehicles to enter.**

The line reps will ensure all choir members, music director, accompanist and musicians are present or report immediately to Emergency Services and the Health and Safety Coordinator.

Others are encouraged to highlight anyone that is missing.

Last person leaving should shut doors behind them to contain any fire.

At all times everyone should act quietly and calmly.

Do not stop to collect your personal belongings.

Do not attempt to pass others on your way to the place of assembly.

Only tackle the fire if it is safe to do so and you are confident with using the appropriate fire extinguisher. Fire extinguishers are in the west porch and sacristy kitchen area.

Attendees at this event are responsible for:

- following all venue and ADCS health and safety policies and guidelines
- protecting their own health and safety
- raising any health and safety concerns to either an Alnwick and District Choral Society committee member (trustee) or the Event Coordinator as soon as possible.
- if they need additional support in the case of evacuation, to ensure they have someone with them who can ensure their safe evacuation. If this is not possible, they should raise any needs with the Event Coordinator who will ensure they will be helped.
- if in a wheel chair, ensuring their chairs are positioned next to the pews (in the centre aisle only) and they do not block any access points into/out of pews or down the aisle.

APPENDIX 3 Guidelines for St James' Church - TO BE COMPLETED

Important General Information

- The total capacity of the Church is XXX.
- No smoking and no naked flames are permitted anywhere on church premises.
- Additional heating is not permitted unless approved by the venue.
- See layout diagrams (TBC)
- Follow all hiring conditions as outlined in 'St James' Conditions of Hire 2020)

Location of Key Equipment - see layout

- First aid kit:
- Defibrillator:

Process:

Prior to the start of each rehearsal/event at this venue:

The Health & Safety Coordinator (rehearsals and/or events) will be provided with a copy of the venue risk assessment, the emergency bag and these guidelines.

If the Coordinator cannot attend they will identify a deputy and ensure they understand the role and have all necessary information and emergency bag.

They will ensure line reps and others involved in health and safety are familiar with the venue evacuation procedure.

The Responsible Committee Member will remind all members and others of the guidelines and evacuation process at the start of each cycle of rehearsals.

During Rehearsals/event:

Should an incident occur during rehearsals, the Coordinator (rehearsals and/or events) will be responsible for ensuring the appropriate actions are taken using these guidelines as the basis.

Location of first aid equipment, contact details of local/emergency services and the emergency contact details for members are available. If helpful, others should be asked if anyone has any relevant experience or training in first aid.

See evacuation guidelines below **TBC**.

They will ensure any issues, incidents, emergencies, concerns or ideas are recorded reported to the RCM.

Particularly, prior to each rehearsal and the event, the Rehearsal Coordinator will undertake an inspection to ensure:

- Fire exit routes are clear. All fire doors are unlocked.
- They know the evacuation procedure and are aware of anyone who has a Personal Emergency Evacuation Plan.
- Emergency bag and First Aid box is available.
- A visual check of any Front of House and stage electrical equipment/wires checking for damage. Any items of concern to be removed from use and the owner of equipment advised.
- Loose cables from equipment are taped.
- Lighting is adequate for the event.
- Spills are wiped and/or clearly marked.
- Trip hazards are identified and either rectified or marked with signage or hazard tape and members/other musicians advised.
- Seating and standing areas are safe and allow for good posture and safe entry and exit.
- The wheelchair accessible and restricted mobility area are kept clear for appropriate people.
- Notify the contact at the venue of any building issues as soon as possible, in addition they should be advised of any accidents that occur.

They will notify the Event Coordinator of any particular issues they should be aware of.

After the rehearsal/event the Rehearsal Coordinator will undertake an inspection to ensure:

- All equipment, tables and chairs belonging the venue are returned to their usual positions.
- The venue is left clean and tidy
- Ensure someone will lock and secure the building - unless otherwise directed.

ADD LAYOUT AND EVACUATION PROCEEDURE AS REQUIRED.

APPENDIX 4 Guidelines for other venues - TO BE AMENDED AS REQUIRED

Important General Information

- The total capacity of the venue is XXX.
- No smoking and no naked flames are permitted anywhere on these premises.
- See layout diagrams

Location of Key Equipment - see layout

- First aid kit:
- Defibrillator:

Process:

Prior to the start of each rehearsal/event at this venue:

The Health & Safety Coordinator (rehearsals and/or events) will be provided with a copy of the venue risk assessment, the emergency bag and these guidelines.

If the Coordinator cannot attend they will identify a deputy and ensure they understand the role and have all necessary information and emergency bag.

They will lead a walk-through of the venue evacuation procedure with the line reps, and others directly involved with health and safety (at least once per year or if it changes).

The Responsible Committee Member will remind all members and others of the guidelines and evacuation process at the start of each cycle of rehearsals.

During Rehearsals/events:

Should an incident occur during rehearsals, the Coordinator (rehearsals and/or events) will be responsible for ensuring the appropriate actions are taken using these guidelines as the basis.

Location of first aid equipment, contact details of local/emergency services and the emergency contact details for members are available. If helpful, others should be asked if anyone has any relevant experience or training in first aid.

See evacuation guidelines below.

They will ensure any issues, incidents, emergencies, concerns or ideas are recorded reported to the RCM.

Particularly, prior to each rehearsal and the event, the Rehearsal Coordinator will undertake an inspection to ensure:

- Fire exit routes are clear. All fire doors are unlocked.
- They know the evacuation procedure and are aware of anyone who has a Personal Emergency Evacuation Plan.
- Emergency bag and First Aid box is available.
- A visual check of any Front of House and stage electrical equipment/wires checking for damage. Any items of concern to be removed from use and the owner of equipment advised.
- Loose cables from equipment are taped.
- Lighting is adequate for the event.
- Spills are wiped and/or clearly marked.
- Trip hazards are identified and either rectified or marked with signage or hazard tape and members/other musicians advised.
- Seating and standing areas are safe and allow for good posture and safe entry and exit.
- The wheelchair accessible and restricted mobility area are kept clear for appropriate people.
- Notify the contact at the venue of any building issues as soon as possible, in addition they should be advised of any accidents that occur.

They will notify the Event Coordinator of any particular issues they should be aware of.

After the rehearsal/event the Rehearsal Coordinator will undertake an inspection to ensure:

- All equipment, tables and chairs are returned to where they were from and are clear of any exits. Unless otherwise agreed.
- All ADCS property is removed from the premises.
- The venue is left clean and tidy.
- All lights, electrical equipment and taps are off (or as required by venue).
- Someone is able to lock the building (or as required by the venue)

ADD LAYOUT AND EVACUATION PROCEEDURE AS REQUIRED.

APPENDIX 5 GUIDANCE FOR RESPIRATORY/EASILY TRANSMITTABLE ILLNESSES

The Committee will follow all current Government guidance. They will advise members if they believe there is a risk of transmission of respiratory illness during a rehearsal or event and will communicate with all members of the choir appropriate guidelines. If necessary, they will cancel rehearsals and/or event.

Choir members are advised of the following procedures until further notice:

- Appropriate social distancing of chairs will be implemented; please be respectful of each other's space, their requests, their wish to wear a mask and the seating plan when required.
- Please do not come to rehearsal if you have tested positive for COVID, feel unwell or believe that you may have an easily transmittable illness eg. cold, flu, covid, stomach bug/virus.
- If you become unwell following a rehearsal and test positive for COVID please advise the Secretary or your Line Reps as soon as possible. Your confidentiality will be fully respected but we will advise all members that someone has tested positive for COVID.
- If you have been in close contact with someone with a respiratory or easily transmittable illness, please do not to attend rehearsals if you believe you may be infectious.
- Windows and doors will be opened when possible. Members are encouraged to bring warm clothing when the weather is cold.
- Please advise your Line Rep asap if you are not able to attend.
- Please advise the Secretary of any change to your contact details as soon as possible
- Maintain good face/hand hygiene eg. Use sanitiser before and after rehearsal, wash hands, use tissues in accordance with 'catch, bin, kill' advice.
- If you feel unwell during rehearsals or a event, please advise your Line Rep and leave immediately. The Health & Safety Coordinator and Responsible Committee Member will consider cancelling the rehearsal if they assess the situation as a material risk to others.

Appendix 6: Emergency Bag Contents List

An Emergency Bag will be available and provided to the H&S Coordinators. They will ensure the bag is available at all rehearsals and events. See pink holdall held in school store room (door off school hall) or taken to events as required.

Contents:

- first aid kit,
- high viz jackets,
- hazard tape, gaffa tape, electrician tape,
- marker pen, paper, notebook
- health and safety record books for accident and near miss reporting.
- scissors,
- large torch (spare batteries),
- risk assessments and guidelines available online and there is a hard copy in the bag (excluding incomplete appendices for future venues),
- important local contact information and relevant services, see appendix 10 of Operating Guidelines, available online and in print out.
- The emergency contact numbers for members, the MD and accompanist and other musicians (held securely online (in line with General Data Protection Regulations)).

APPENDIX 7 - Personal Emergency Evacuation Plans (PEEPs) Content

To be developed based on the Personal Risk Assessments completed by members (see questionnaire under development).

Name of individual requiring support

Name of individual responsible for their support

Name of back up if the owner is not available

Requirements that should be put in place and their owners/completion etc.

Appendix 8: Reporting and Continual Improvement:

Process summary:

Any near misses or accidents must be reported in the reporting books held in the emergency bag. This information will be used to assist learning and the continual improvement of these guidelines.

Health and Safety will be included on the agenda of all Committee Meetings to ensure any new information or changes are discussed and agreed. Progress on the implementation of actions will be reviewed and progressed through regular meetings.

By exception, the Policy or Guidelines will be updated accordingly.

The documents will be formally reviewed every 3 years.

Information to be recorded, includes for example:

The nature of the issue (select one of the following: Accidents, Incidents, Venue Issues, Process Issues, Improvement Suggestions, Other (specify)).

Place

Date/Time

Description Summary (in a few words)

Description Details

Mitigating actions to avoid it happening again (to include changes to the policy, guidelines, other)

Owner of actions and dates to be completed/date completed

Other notes

For future reference/to reorder reporting books: 'FirstAid4Less' 'Near Miss Book and Accident Book' - available on firstaid4less.co.uk

Appendix 9: Key People and Outline Roles and Responsibilities

Key individuals:

Responsible Committee Member - Karen Carlson (Chair)

Rehearsal Coordinator(s) - Pamela Hossick and Deborah Bearder

Event Coordinator - a volunteer named for each event

Line Reps - Soprano - Fliss Edmunds, Vicky Johnson; Alto - Cindi Pexton-Shaw; Tenor - Ian C-Brown; Bass - Colin Lesser

Detailed Roles and Responsibilities:

Responsible Committee Member (trustee) - RCM

Responsibilities;

- ensure the H&S policy is delivered through these guidelines
- and that all aspects of delivering on the policy are continually improved over time and that guidelines and risk assessments are updated.
- ensure the coordinators understand their responsibilities and the guidelines and that deputies are available to step in when the coordinators are unavailable.
- support the coordinators and all others involved in ensuring H&S of all participants.
- provide all necessary information: the location of first aid supplies (e.g. first aid kits, defibrillators) at the event venue, any local numbers that may be useful in case of an emergency, the emergency contact details of members and PEEPs (see appendix 7)
- provide an emergency bag that coordinators will ensure is available at all events and will include a number of helpful items (see appendix 6 - include info above))
- ensure a "walk through" of the evacuation process with trustees and coordinators is completed, annually for regular venues and at each event for one off venues.
- remind members of the operating guidelines and in particular the evacuation processes at the start of each term.
- prior to any event, audiences will be advised of evacuation procedures
- ensure risk assessments are carried out for any new events/venues or any other situation that may occur eg. covid (taking account of current government guidance if available). Implement any resulting mitigation guidelines/actions.
- make the policies, risk assessments and guidance available to members and others on the website.

Health and Safety Coordinator - Rehearsals

A volunteer will be appointed annually to follow the guidelines attached at Appendix One for Swansfield Primary School, Appendix Two for St Paul's church or others as adapted for alternative venues.

In addition, others will be identified who can cover for their absence or share the responsibility.

Responsibilities;

- implement the guidelines, to include;
 - the practical assessment of hazards at each specific rehearsal (Swansfield/St Paul's)
 - and prior to any event at St Paul's (update the Event Coordinator when relevant)
 - implementing any mitigating actions (referring to guidelines and risk assessments)
- take charge in the case of an incident
- ensure the emergency bag is available at rehearsals and all events.
- ensure any issues, incidents, emergencies or concerns are recorded in the accidents and/or near misses are reported in the record books and to the RCM
- support the implementation of any resulting actions or mitigations and ensure they are implemented
- liaise closely with the Event's Coordinator at any event.

Health and Safety Coordinator - Event

A volunteer (who is not a member of the choir) will be appointed for each event to mostly manage and to follow the guidelines attached at Appendix Two for St Paul's Church or others as adapted for alternative venues.

Responsibilities;

- implement the guidelines.
- Take charge in the case of an incident
- ensure they have been given the emergency bag
- ensure any issues, incidents, emergencies or concerns are recorded in the accidents and/or near misses record books
- and are reported to the RCM or rehearsals coordinator, including providing any feedback or suggestions for improvements.
- support the implementation of any resulting actions or mitigations and ensure they are implemented.

ADCS Line Reps (Evacuation)

In the event of an evacuation, Line Rep will be responsible for:

- supporting the H&S Coordinator and encouraging/helping their group to follow the evacuation process (to include MD, accompanist and other musicians (at events))
- encouraging any members requiring support during an evacuation to identify their needs and ensure a Personal Emergency Evacuation Plan is put in place.
- using their attendance list to take a register at the agreed assembly point, to include the music director, accompanists and musicians/soloists and to flag any issues to the Coordinator/Emergency Services.
- Updating the RCM or coordinator of any issues or feedback or suggestions for improvements to be recorded.

Members (and the music director/accompanists, professional musicians)

All member and event participant responsibilities include:

- following ADCS health and safety policies and guidelines
- protecting their own health and safety

- raising any health and safety concerns to either a committee member (trustee) or a Health & Safety Coordinator as soon as possible.
- to include, if they need support in the event of an evacuation, work with their line rep, the coordinator or the responsible committee member to ensure they have a documented Personal Emergency Evacuation Plan (PEEP) including a named support person - See Appendix 5

The Audience at Events:

Audience responsibilities include:

- following all venue and ADCS health and safety policies and guidelines
- protecting their own health and safety
- raising any health and safety concerns to either a committee member (trustee) or an Event Coordinator as soon as possible.
- If they need additional support in the case of evacuation, to ensure they have someone with them who can ensure their safe evacuation. If this is not possible, they should raise any needs with the Event Coordinator who will ensure they will be helped.
- If in a wheel chair, ensuring chairs are positioned next to the pews (in the centre aisle only) and they do not block any access points into/out of pews or down the aisle.

Appendix 10: Venue Emergency Contact Details (for coordinators/committee members only)

Alnwick Emergency Services:

All emergencies 999

Police non emergencies 101

NHS non emergency support 111

Alnwick Urgent Treatment Centre (7:45am to 8:30pm).

Alnwick Infirmary, Infirmary Drive, Alnwick, NE66 2NS

Ground Floor (main entrance), to the left of main reception.

Tel 0344 8118111

Private contact information redacted.