

THE ANTON BRUCKNER CHOIR

HEALTH AND SAFETY POLICY

General Statement

We are committed to the Health, Safety and Welfare of the members of The Anton Bruckner Choir (The Choir), the professional musicians that work with us, our audiences, and of all those with whom we interact as an organisation. Our aim is to ensure that all of our activities are conducted in a safe and responsible manner with due regard for the environment. We aim to ensure that no injuries or ill health arise from our activities.

We will complete Risk Assessments, review them regularly and provide all the information, instruction, supervision and training that we consider necessary. The Health and Safety Policy and Risk Assessments will be available to all members of The Choir via the antonbrucknerchoir.org website.

All of our members and the professional musicians that work with us are asked to help us to maintain a healthy and safe environment by reporting hazards, accidents and near misses, and by following instructions and signs. We will display on the website how accidents or concerns should be reported.

We are all responsible for our own safety and the safety of others involved in our activities.

This policy will be kept up to date, particularly in the light of any changes to our activities, will be reviewed annually, and revised as necessary.

Signed 

Chair

Date 13/1/2019

Review Date 1 December 2019

Organisation and Responsibilities

The person with overall responsibility for **health and safety** is the current Chair of the Committee.

All Committee members are responsible for ensuring that the arrangements outlined in this policy are carried out in the activities for which they are responsible.

The Committee of The Choir will discuss matters surrounding Health and Safety, which shall be an item on the agenda for every meeting.

All members of The Choir, the professional musicians with whom we work, and our audiences have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on rehearsal, concert or other event business and premises.

Responsible Persons

In the first instance contact the Anton Bruckner Choir website, or the Chair chair@antonbrucknerchoir.org .

Procedures and Safety Arrangements

Fire Safety

Concerts – Risk Assessments will be prepared for candlelit concerts and for evacuation of a venue in case of fire. Project Managers will carry out a specific Risk Assessment for the concerts for which they are responsible, and will be responsible for ensuring that the controls in the generic Risk Assessments are put in place. Project Managers should liaise with venue managers to ensure that fire procedures are understood and followed.

Rehearsals – A risk assessment will be prepared for the venue in conjunction with the owner/operator.

Accidents and near misses

An electronic record of all accidents and near misses will be maintained on the website. A standard form for the reporting of accidents and near misses is available as a download from the website. The person with overall responsibility for health and safety will ensure that all accidents and near misses are investigated and that appropriate actions are taken to minimise the risk of a recurrence.

Safeguarding of children and young people

The Anton Bruckner Choir currently has no involvement with children and young people. In the event that any project is planned that will involve children or young people, the Chair will ensure that an appropriate policy document is prepared and approved by The Committee, prior to there being any such involvement.

Tools and Equipment

Any tools and equipment will be operated and maintained according to the manufacturer's instructions and appropriate Personal Protective Equipment shall be used. Volunteers using their own equipment are responsible for its safe use, either by themselves or by others.

Cash Handling

We will endeavour to follow best practice in handling cash.

Risk Assessments

As far as is reasonably practical we have identified hazards for our regular activities and initial Risk Assessments have been carried out. These will be reviewed at least annually and will be held on The Choir's website.

Where actions are needed to reduce or eliminate risk, the Chair will instigate corrective action within a reasonable timescale.

For activities not covered by the standard risk assessments, appropriate specific risk assessments will be carried out.