

## Crouch End Festival Chorus Health and Safety and Security Policy

### 1. Introduction

1. i Crouch End Festival Chorus (CEFC) is a charitable company, managed by volunteers and governed by a board of trustees. The organisation has a membership which is generally between 150 -160 members, with a small annual turnover of singers. The organisation does not own estate and hires its rehearsal and performance venues.

1. ii The trustees are accountable for health and safety of the chorus and delegate responsibility to members of the chorus as outlined in this policy. Predominantly those members sit on the management committee, but this policy recognises that everyone in the choir is responsible for contributing to a healthy and safe environment. The policy also recognises the voluntary status of all who contribute to safety management.

1. iii The chorus currently has public liability insurance through Making Music.

### 2. Areas covered by this policy

The organisation has a duty to assess and review the following environmental areas

- Fire, flood
- Security
- Accessibility
- Use of equipment

And to ensure that we are aware of the individual venue procedures to manage these both for our performers and members of the public attending our events.

Other Health and Safety (H&S) issues

- First aid
- Manual handling
- Vulnerable individuals/children

### 3. General Statement of policy

3.i CEFC will take all reasonable measures to prevent accidents and incidents from occurring by ensuring that it is aware of potential risks in the areas listed above, individual venue risks, relevant policies, evacuation points and that it works to mitigate with reasonable measures any risks that it is aware of.

3.ii Any medium and high risks identified will be individually addressed through a specific risk assessment process (appendix 1) and action agreed and implemented through the general manager.

3.iii CEFC will use the H&S action checklist (appendix 2) in the following areas: in our own promotion and engagement rehearsals organised by CEFC; fundraising events; official social events. For our own concert performance the checks in appendix 3 will be used

3.iv From time to time the chorus works with schools and children and has implemented a separate safeguarding policy to cover this area. However, any notified health and safety issues relating to children who have long term health or disability issues will be addressed within the CEFC health and safety checks for that concert.

#### **4 Human resources**

4.i As it would be an added benefit which might enhance our ability to manage H&S, CEFC will identify people within the membership who have the following skills:

- First aid training
- Fire warden training
- Manual handling training
- Safeguarding

and seek to utilise them when other expertise is not available (e.g. during normal rehearsals).

4. ii The choir will purchase and maintain a first aid box and incident book for logging and investigating and reporting any incidents.

4.iii CEFC uses trolleys for carrying bulky hired music.

4.iv The organisation will seek assurance from volunteers that they are fit to carry out the task they have agreed to do and they will be supervised by someone who has carried out a safety check and therefore understands the hazards in major heavy manual handling activities.

4.v The chorus will take all reasonable measures to work with individuals who have either informed us of a disability, or where we are aware of a physical difficulty, to ensure that any additional risks posed by their situation are safely managed. This includes access and egress in emergencies and support in rehearsals through the use of 'buddies'.

#### **5. Training and awareness.**

5.i The chorus is voluntary and training is not generally provided. Nevertheless, CEFC will ensure that all singers are made aware of fire/emergency evacuation procedures and assembly points in every venue we use for our own promotions. Members will know where to find the first aid box. If members are asked to move heavy equipment, they will be advised as to the safe way to lift and do so in a team.

5. ii. Responsibility for fire/evacuation in engagements rest with the promoters. CEFC will tell singers at these events to follow the instructions given by the designated safety officers at those events.

5.ii However it is vital that our singers understand their own responsibilities which will be set out in the membership pack. These are:

- To identify any hazards to the general manager or if not available to a committee member
- To be responsible for the security of their own possessions and to take all reasonable care of those items belonging to CEFC, including hired music.

- To ensure that if they agree to carry out a task for CEFC that they are fit to do so
- To let the organisation know if they need assistance due to a health or disability problem
- To listen to and comply with any directions given by or on behalf of CEFC (e.g. promoters) in order to maintain health and safety and security.

## **6. Reporting of incidents**

6.i These will be logged and reported to the trustees on a quarterly basis.

6.ii A major incident will be reported to trustees immediately. This will be an incident where a) a medium or severe injury has occurred to someone or b) a medium or severe risk to the organisation has occurred. In that situation a formal investigation is to be launched by the general manager and/or trustees.

## **7. Policy review**

This policy will be reviewed on a 3 yearly basis or:

- When a serious incident occurs
- If there is a change in legislation which affects the duty of the chorus
- If there is a change in our public liability insurance terms and conditions

***3 Appendices follow.***

## Appendix 1 The 5 x 5 Risk Matrix

5	5	10	15	20	25	L I K E L I H O O D ↓
4	4	8	12	16	20	
3	3	6	9	12	15	
2	2	4	6	8	10	
1	1	2	3	4	5	
	1	2	3	4	5	

← SEVERITY →

**All scores in the yellow or red squares to be reported to trustees**

Likelihood	Severity
5. Certain	5. Fatal or extremely harmful. <a href="#">Catastrophic outcome for CEFC.</a>
4. Likely	4. Severe/harmful injury needs hospital admission and time off work. <a href="#">Severe risk to CEFC.</a>
3. Possible	3. Moderate injury requiring treatment. <a href="#">Some risk to CEFC finance/reputation.</a>
2. Unlikely	2. Minor injury requiring little or no treatment e.g. cut/graze.
1. Very rare	1. No harm, but might be near miss.

Rating is done by multiplying the likelihood by the severity, e.g.:

Likelihood = *Possible* (3) x Severity = *Harmful injury* (4) = 12 on matrix (yellow box) which makes it a moderate risk overall, which requires actions to be reported to trustees.  
[Items in blue](#) = incidents relating to organisational risk rather than risk to individuals

## Appendix 2 CEFC health and Safety Check List

Area	Action	Done	Comments
<b>Environment for own and external promotions</b>	1.i Check for any general risks to slips/trips and warn tea teams to mop up any spillages immediately. Put barriers around trailing wires or move the wiring if possible.		
	1.ii Check for accessibility, e.g. steps and slopes, lavatories, for less able singers. Discuss with them and provide them with buddies to assist access and egress and position at rehearsal and performances to minimise physical strain on them.		
	1.iii Report any defective wiring, equipment to the caretaker and log this.		
<b>2. Fire and emergency evacuation</b>	2.i Find out local venue fire policy and be aware of meaning of different siren meanings and if there is automatic call out of fire service. Be aware of where fire extinguishers are.		
	2.ii Make sure choir are aware of exits and assembly points, remind at start of each concert/promotion for new members		
	2.iii Make sure registers are removed at evacuation in order to count members		
	2.iv Identify singers with basic fire warden training and ensure they are aware of the above		
	2.v Ensure there is an individually agreed process for buddies and disabled singers to get them out of venue, especially wheelchairs users		
<b>3. Security</b>	3.i Check environment including changing rooms for security/theft risks that can be mitigated and action them.		
	3.ii Ensure singers/orchestra are aware that they are responsible for the security of their belongings at rehearsal and concert venues.		

	3.iii Remind members who are caretaking CEFC property to take reasonable care against theft, e.g. don't leave in sight in back of car.		
<b>4. Concerts/events in local venues</b>	4.i Assess for fire exits and fire equipment (extinguishers blankets etc		
	4.ii Be aware of the fire alarm system		
	4.ii Check that exit doors can be opened quickly and allow rapid major evacuation of choir and audience		
	4.iii ensure that this basic awareness is given to stewards at local concerts.		
	4.iv Security as in paragraph 3		
	4.v Check for access/egress/loos for disabled singers and agree a plan for their evacuation if required.		
	4.vi Check whether we need to bring our own first aid kit for venue/dress rehearsal		
<b>5. Manual handling</b>	5.i Individuals to be asked for assurance that they are fit to do the tasks they have volunteered for		
	5.ii Prior to heavy lifting, advice should be provided to volunteers on the safest way to do this in teams of an agreed size.		
	5.iii If heavy equipment needs to be moved/assembled then an assessment needs to take place to decide if it requires more expertise than exist within the membership. If it does then a decision to purchase professional support can be made in discussion with the General Manager.		
	5.iv Check raked staging for overall safety for singers, and consider using surrounding safety barriers if necessary.		
<b>6 Accidents and Incidents</b>	6.i The First Aid kit will be kept with catering equipment; check annually to replace out of date contents.		
	6.ii An accident and incident log will be kept with the kit and all incidents and accidents recorded in it. GM to be		

	notified in immediately if injury is more than a cut or graze.		
	6.iii Keep a list of trained first aiders within in the chorus.		
<b>7. Risks identified</b>	<b>Any risk which is thought to be moderate and above needs to be reported to the General Manager who will assist in assessing it and agreeing actions.</b>		

### Appendix 3 CEFC Concert Managers Health and Safety Check List

Venue:

Area	Action	Lists Risks identified	Actions taken
<b>1.Environment</b>	1.i Check for any general risks to slips/trips and warn tea teams to mop up any spillages immediately. Put barriers around trailing wires or move the wiring if possible		
	1.ii Check for accessibility, e.g. steps and slopes, lavatories, for less able singers. Discuss with them and provide them with buddies to assist access and egress and position at rehearsal and performances to minimise physical strain on them.		
	1.iii Report any defective wiring/ equipment to the caretaker/venue manager and log this.		
<b>2. Fire and emergency evacuation</b>	2.i Find out venue fire policy and be aware of meaning of different siren meanings and if there is automatic call out of fire service.		
	2.i i Assess for fire exits and fire equipment (extinguishers blankets etc) noting where they are if the venue does not have fire wardens.		
	2.ii Make sure choir are aware of exits and assembly points.		

	2.iii Ensure that this basic awareness is given to stewards at local concerts.		
	2.iv Make sure registers are removed at evacuation in order to count members.		
	2.v Ensure there is an individually agreed process to provide buddies for disabled singers to help get them out of venue, especially wheelchairs users.		
<b>3. Security</b>	3.i Check environment including changing rooms for security/theft risks that can be mitigated and action those.		
	3.ii Ensure singers/orchestra are aware that they are responsible for the security of their belongings at rehearsal and concert venues, especially where there is public access.		
	3.iii Remind members who are caretaking CEFC property to take reasonable care against theft, e.g. don't leave in sight in back of car.		
<b>5. Manual handling</b>	5.i Individuals to be asked for assurance that they are fit to do the tasks they have volunteered for.		
	5.ii Prior to heavy lifting, advice should be provided to volunteers on the safest way to do this in teams of an agreed size.		
	5.iii If heavy equipment needs to be moved/assembled then an assessment needs to take place to decide if it requires more expertise than exist within the membership. If it does then a decision to purchase professional support can be made in discussion with the General Manager.		
	5.iv Check raked staging for overall safety for singers, and consider using surrounding safety barriers if necessary.		
<b>6 Accidents and Incidents</b>	6.i Check whether we need to bring our own first aid kit to venue.		

	6.ii An accident and incident log will be kept with the kit and all incidents and accidents recorded in it. General Manager to be notified in immediately if injury is more than a cut or graze.		
<b>7. Risks identified</b>	<b>Any risk which is thought to be moderate and above needs to be reported to the General Manager who will assist in assessing it and agreeing actions.</b>		

Date completed

Signed

Print name

<b>Policy title</b>	<b>Health safety and security policy</b>
Date adopted	March 2015
Frequency of review	Every three years or as required
Last reviewed	January 2018
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*Crouch End Festival Chorus is a registered charity number 1110790, limited by guarantee and registered in England number 5052052. Registered office: 18 Stanhope Gardens, London N4 1HT*