

CITY OF CHESTER MALE VOICE CHOIR

Health and Safety Policy

Section 1

General Statement of Intent

1. This policy is written in line with section 2 (3) of the Health and Safety at Work Act 1974. It recognises that it applies to a “low risk”, voluntary, charitable organisation which does not employ 5 or more people and so is not strictly required by law but recognises that it is seen as good practice by the Charities Commission. It is written therefore in good will in order to demonstrate good intent in the area of health and safety (H&S) and will therefore cover only the relevant areas.
2. The City of Chester Male Voice Choir (the choir) is a charity and recognises its H&S duties in line with the Charity Commission guidance, also under the Health and Safety at Work Act 1974 (HASAWA), the Management of Health and Safety at Work Regulations 1999 and concomitant protective legislation including the Regulatory Reform Order (Fire) 2005. To this end, the choir intend to take a responsible approach to health and safety matters and ensure that compliance is kept under constant review. In support, the choir will nominate an H&S competent person, who will be responsible to the committee for H&S issues. Also, “Health and Safety” will become a standing agenda item on the choir’s monthly committee meetings, in order to discuss/resolve areas of concern.
3. Whilst accepting the choir has less than 5 employees and therefore falls outside the regularity requirements, it recognises the duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), the choir has therefore instituted a system for reporting accidents, diseases and dangerous occurrences to the enforcing body including injury to any trainee, and this is in addition to its statutory duty to use an accident book, available for inspection by an Enforcement Officer.
4. The choir committee will be responsible for the provision of information and instruction as may be necessary to ensure the health and safety at work of its members/employees, in particular, as the movement of equipment and property may be required from time to time, the Manual Handling Operations Regulations 1992.
5. In further recognition of its statutory duty and common law duties, the choir has taken out insurance with an approved insurer against liability for death, injury and/or disease suffered by any of its members and arising out of and in the course of their

involvement with choir activities, provided only that it was caused by the negligence and/or breach of statutory duty on the part of the choir, such certificate of insurance being available for inspection at all reasonable times by members or a health and safety enforcement officer.

6. All employees of the choir agree, as a term of their contract of membership, to comply with their individual duties under the Health and Safety at Work Act 1974, by, as far as practicable ensuring the safety of themselves and anyone else affected by their actions or inactions.

7. Where appropriate, risk assessments will be carried out and continually monitored by a competent person within the choir and will be recorded using a risk assessment form similar in principle to the attached appendix, (Appendix 1) and be available for inspection at any reasonable time by the enforcing authorities.

8. The Health and Safety responsible person will monitor, review and report, on an ongoing basis, the development and amendments required to comply with statutory law.

9. This policy will be reviewed and revised where necessary at regular intervals, usually on an annual basis.

Section 2

Organisation

1. This section is concerned with the people responsible for H&S issues and their duties. It should be read in conjunction with the Choir Management Organogram (Appendix 2) in order to realise the chain of responsibility.

2. The H&S nominated person will be responsible for the overseeing of all H&S matters, and be referred to as the Health and Safety Officer. The Health and Safety Officer will ensure up to date compliance with the relevant requirements under law and ensure that the Choir Committee is made aware of any ongoing responsibilities the Trustees have in this regard.

3. The Health and Safety Officer will report directly to the Chairman of the Committee. They will be responsible for ensuring the up to date risk assessments where appropriate, training of members where necessary and reporting of relevant issues to the committee at each monthly meeting.

Section 3

Arrangements

1. This section is concerned with systems and procedures, for ensuring appropriate standards of health and safety and welfare, including practical arrangements for their implementation.

2. Reporting of accidents.

2.1 Any accident occurring to any members or associated persons, should be medically dealt with where appropriate. The accident must be reported to a committee members ASAP and an entry made in the accident book. Where possible an independent witness statement or statements, should also be taken, written down and kept with the accident report, which together should be kept in a confidential file.

3. Provision of First Aid.

3.1 The committee should strive to ensure that at least 25% of choir members are trained in Immediate Life Support. A first aid kit should be made readily available at all times during practice evenings and should be kept in a place which is clearly marked. A first aid kit should be carried by a nominated person to all outside concert performances or a locally supplied kit should be identified.

4. Fire Procedures.

4.1 All members should be made aware of the action to be taken on hearing an alarm and action to be taken in the event of discovering a fire, in any premises in which they are present, this will include the practice room at the regular practice venue. The host organisation of any premises where the choir operate, including the practice venue, have responsibility under the Regulatory Reform Order (Fire) 2005 to ensure that all requirements under this order are complied with. The choir, will participate and engage in agreements in order to satisfy this requirement.

5. Work equipment.

5.1 All equipment owned and used by the choir, will be safe and fit for purpose. Arrangements will be in place to ensure that equipment is regularly maintained for safe use and that all individuals responsible for equipment use are trained in accordance with relevant statutory requirements and manufacturers recommendations.

6. Risk Assessment procedures.

6.1 The choir will nominate a competent person or persons to undertake risk assessments where ever there is a perceived risk to people.

6.2 Risk assessments should be used to safely control the environment, people or construction and/or use of equipment. This list is not exhaustive and should be extended to wherever else it is seen as necessary.

6.3 Where undertaken, records of risk assessments will be kept and made available to inspection.

7. Volunteer staff

7.1 Where volunteers are employed in any area of the choirs activities, steps will be taken to ensure their safety in terms of their work environment, practices, personal protective clothing and in any activities that they undertake.

8. Visitor Procedure.

8.1 Where visitors are received on “choir premises”, a choir member will be nominated to receive and ensure their safety whilst they remain in the choirs charge.

8.2 Choir premises may include the practice room, choir concert venues and any other inside or outside operating area the choir has responsibility for.

9. Manual Handling.

9.1 All members responsible for, or undertaking manual handling responsibilities must be competent to undertake such responsibilities, in terms of physical strength, ability and training.

9.2 Assessments should be in place for all manual handling activities, those undertaking such activities should be made aware of the conditions of that assessment.

9.3 Where appropriate, the training of those required to undertake manual handling duties should be given.

Produced: May 2017 (revised 19th July 2021)

Ron Webster. Health and Safety Officer

Appendix 1



RISK ASSESSMENT

Activity or action.....

Date Completed:.....

Assessment Completed By:.....

Date for Review:.....

1	 Significant Hazard	Who Might Be Harmed?	 How Is The Risk Controlled?	Risk Factor (P x S)																													
1																																	
2																																	
3																																	
4																																	
5																																	
Additional hazard:																																	
Overall Risk Factor :																																	
<table border="0"> <tr> <td colspan="2" style="text-align: center;">Probability</td> <td colspan="3"></td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">3 7</td> <td style="text-align: center;">5</td> <td style="text-align: center;">9</td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Highly unlikely</td> <td style="text-align: center;">Likely</td> <td colspan="2">Certain</td> <td></td> </tr> <tr> <td colspan="2"></td> <td colspan="3" style="text-align: center;">Severity</td> <td></td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">3 7</td> <td style="text-align: center;">5</td> <td style="text-align: center;">9</td> <td colspan="2"></td> </tr> </table>					Probability					1	3 7	5	9			Highly unlikely		Likely	Certain					Severity				1	3 7	5	9		
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No injury Minor injury Major injury Fatality

Hazard No.	List What Further Action Is Necessary To Control The Risk	Person Responsible	Completion Date
1			
2			
3			
4			
Identified Additional Hazards			

This Risk Assessment should to be reviewed on: / /

Assessor's Signature: Name: (Block Capitals)

Date of Assessment:.....