



Choirs Connected Health & Safety Policy

Created: October 2016 Review date: Oct 2017

Choirs Connected is committed to upholding excellent levels of health and safety in order to safeguard the health and wellbeing of all our volunteers, staff, participants and visitors.

Choirs Connected is a not-for-profit business. The sole trader is Maria Brannelly who is the founder and Music Director of the project. She makes all decisions, with recommendations from appropriate sources, and is ultimately responsible for the Health and Safety policy and practice of Choirs Connected. Her responsibilities are to:

- Ensure a policy is in place.
- Ensure roles are allocated for its enactment.
- Monitor and review the policy annually.
- Consider reports of accidents and incidents.
- Consider training needs.
- To ensure adequate resources are allocated for Health and Safety training if/when necessary.

1. Aims of the Policy

- To provide adequate control of the health and safety risks arising from our activities through a risk assessment process where necessary eg: rehearsing at the Theatre
- To consult with our workers on matters affecting their health and safety
- To provide safe premises and provide and maintain safe equipment
- To ensure all workers are competent to do their tasks, and to give them adequate training, instruction and supervision
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions

2. Self-employed musicians, teachers and volunteers working with Choirs Connected

All workers have an obligation to take reasonable care for their own health and safety, and for that of others, and to co-operate with Choirs Connected with respect to health and safety matters. Workers are requested to:

- Report any significant hazard or malfunction (e.g. trip hazards or broken equipment) to the Leader of the Project – usually the Music Director.
- Conform to all instructions, written or verbal given to promote personal safety and the safety of others.
- Be sensibly and safely dressed for activities
- Avoid improvisation in any form which could create unnecessary risks to health and safety (e.g. climbing on a chair to reach heights)
- Not bring into Choirs Connected, without the appropriate authority, any tool, substance or piece of equipment of their own which is potentially hazardous to the health and safety of themselves or others.
- Report to the Music Director all accidents, whether injury was sustained or not, including any incidents of violence and aggression.
- Attend and participate in training as required.
- Be aware of the emergency evacuation procedures, positions of fire alarms, equipment and exits.

3. Accident Reporting. Health and Safety Officer: Maria Brannelly

It is the responsibility of the Health and Safety Officer to ensure that the following procedures for reporting and investigation of all accidents are implemented, and that all volunteers are aware of these procedures:

- All accidents (and 'near misses') are recorded on a Choirs Connected Accident Form (Appendix 1) and then logged in the Accident Book which is kept by Maria Brannelly
- A copy of the Choirs Connected accident log is also given to the host school or theatre for their own records.
- All accidents will be reported to the host school/theatre and investigated. A note of the investigation will be made on the relevant Accident form by Maria Brannelly.
- Corrective action is taken to prevent a reoccurrence.
- Report forms and full details of reportable accidents and incidents are kept and maintained.

4. Procedures and Guidelines

The Health and Safety Officer is responsible for co-ordinating the day to day implementation of the Health and Safety policy and procedures. This includes:

- Ensuring the First Aid procedures within each host school are known, including the name of the Senior First Aider.
- Ensuring the fire evacuation procedures are known for each host school and theatre
- Ensure there is a trained First Aider on call whether this is a member of staff from the host school or a volunteer in a concert setting.
- Carrying out necessary Risk Assessments with colleagues
- Reporting any Health and Safety issues or incidents
- Ensuring that Health and Safety information is included in new volunteer inductions

5. First Aid

- The First Aid Officer is as named by the host school
- The Accident Book is (in a confidential secure place) and Accident Forms are available from Maria Brannelly. Remember to complete a Choirs Connected accident form as well as any school paperwork.

6. Fire Safety

- The Fire Safety Officer is as named by the host school.
- The Fire Safety Officer will ensure that all workers receive information about Fire regulations and Fire drills are held regularly
- Fire notifications, including fire exits and assembly points will be reinforced regularly at rehearsals.

7. Insurance

The group has appropriate insurance for its needs. This is:

Public Liability up to £5 million

8. Risk Assessment

All Choirs Connected's activities are risk assessed to ensure that all necessary measures are put in place to safeguard workers, young people and the public. All risk assessments are carried out by the Music Director and kept. They are regularly reviewed and updated. The risk assessment template can be found in Appendix 2.

Whilst every risk assessment is different, it is likely that they will cover the need for:

- Consent and Information forms for young people in line with the host school's policies
- Host school's trip insurance cover
- Information and emergency contact details for workers in line with the host school's policies
- Continuous implementation of our Safeguarding Policy and Procedures
- Regular checking that information regarding host school's first aid and fire procedures is up to date.
- Adequate worker ratios, training and supervision for all activities