

# KING'S LYNN FESTIVAL CHORUS

[www.kingslynnfestivalchorus.co.uk](http://www.kingslynnfestivalchorus.co.uk)

King's Lynn Festival Chorus is a registered charity No 292455

## Health and Safety policy

### Introduction and scope

King's Lynn Festival Chorus (KLFC) is committed to providing a healthy and safe environment for all those involved in the musical activities it organises.

- This includes but is not limited to; members, staff (including freelance), volunteers and members of the public.
- This includes but is not limited to; rehearsals, concerts and fundraising events.

### Responsibilities

- Overall responsibility for health and safety sits with the KLFC Committee.
- Practical responsibility for health and safety at events and activities organised by KLFC sits with the Chairman

### Statements of general policy

1. KLFC will seek to prevent accidents and cases of ill-health by managing the health and safety at events and activities it organises.

Actions to be taken: relevant risk assessments to be completed for events and activities. Where regular venues are used the risk assessment will be reviewed on an annual basis or sooner if required. Any member with a health / mobility problem will be encouraged to complete a PEEP (Personal Emergency Evacuation Plan). These are kept by the Chairman and Vice-chairman and available at all rehearsals and events. The information is confidential and only shared with others where necessary for the safety of the individuals concerned

2. KLFC will provide clear instructions and information to ensure that members, staff and volunteers are competent to do their work in a healthy and safe manner.

Actions to be taken: tasks performed by members, staff and volunteers to be risk assessed and appropriate instruction to be provided (e.g. preparing and serving hot drinks, erecting staging).

3. KLFC will engage and consult with members, staff and volunteers on health and safety conditions.

Actions to be taken: members, staff and volunteers to be briefed on health and safety risk assessments for new venues/activities and updated on any changes in risk assessment for regular venues/activities. Establish clear lines of communication for members, staff and volunteers to raise health and safety concerns.

4. KLFC will implement emergency procedures – evacuation in case of fire or other significant incident.

Actions to be taken: ensure at least one individual is responsible for knowing fire procedures for hired venues and for communicating them to those present.

5. KLFC will maintain safe and healthy conditions, provide and maintain equipment and ensure safe storage.

Actions to be taken: ensure satisfactory health and safety conditions at hired venues and for hired equipment. Ensure that any equipment owned by KLFC will be stored safely.

### **First Aid**

- KLFC will ensure they are aware of First Aid procedures, kits and equipment at hired venues.
- Where appropriate (e.g. for larger events) KLFC will work with professional First Aid organisations.

### **Sound safety**

KLFC takes the responsibility of protecting the hearing of members, staff, volunteers and audience members seriously. We will:

- Ensure there are open lines of communication for individuals to raise concerns about hearing
- Take concerns seriously; the Committee and Music Director will work with the individuals to find ways to minimise risk.
- Take into account the protection of our audience's hearing when designing stage and audience layout for concerts.

Policy Adopted March 25 2019

Next review due March 2021