



Health and Safety Policy

Introduction

- At Bedford Modern Singers we are committed to providing a health and safe environment for all those involved in the activities it organises.
- This includes but is not limited to: members, professionals, volunteers and members of the public
- This includes but is not limited to: rehearsals, performances and other events

Responsibilities

- Overall responsibility for health and safety sits with the members themselves

Policy

Bedford Modern Singers will seek to prevent accidents and cases of ill-health by managing the health and safety at events and activities it organises. This includes but is not limited to:

- Rehearsals at Bedford Modern School
- Performances at other Venues

1. Bedford Modern Singers will ensure that relevant risk assessments will be completed for events and activities.

Actions:

- Where regular venues are used the risk assessment will be reviewed on an annual basis or sooner if required.
- For other occasional venues the organiser should obtain a copy of the Health and Safety policy from that venue where possible.

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

Actions:

- Tasks performed by members, staff and volunteers will be risk assessed and appropriate instruction will be provided

3. Bedford Modern Singers will engage and consult with members, staff and volunteers on health and safety conditions

Actions:

- Members, professionals and volunteers will be briefed on health and safety risk assessments for new venues/activities and updated on any changes in risk assessment for regular venues/activities.
- Clear lines of communication will be established for members, staff and volunteers to raise health and safety concerns, with procedures in place to ensure concerns raised are investigated and acted on where appropriate



4. Bedford Modern Singers will maintain conditions for the safe handling, use and storage of equipment

Actions:

- Risk assessments will be conducted for tasks involving storage, moving, and setting up any equipment, including music scores, owned or hired by Bedford Modern Singers

Fire Safety

Bedford Modern Singers will implement emergency procedures and evacuation in case of fire or other significant incidents.

- All members and professionals will be made aware of the location of emergency exits in rehearsal venues
- Fire Drills will be held annually at the main rehearsal venue, Bedford Modern School, following the communication of an emergency evacuation plan to members and professionals
- All members and professionals will be made aware of the location of emergency exits in performance venues and guidance provided by the staff of the venue will be followed.

First Aid

Bedford Modern Singers will ensure that First Aid procedures and equipment are available at rehearsals, performances and other events.

- Bedford Modern Singers will recruit members and volunteers with First Aid experience
- First Aid qualified staff at performance venues should also be identified



Appendix 1 –

The Committee

- Ellen Shepherd
- Debbie Inskip
- Harriet Whitlock-James
- Ruth Sheppard
- Heather Constantine
- Graham Short

First Aiders

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Rehearsals at Bedford Modern School

1. Car parking: The site is shared by a number of other users including cyclists and pedestrians so please be aware of multidirectional traffic and park carefully.
2. Slips and Trips: there are some areas where the ground is uneven and poorly lit. Be aware of your surroundings
3. Fire Safety: The fire exits is ????
4. Accidents and First Aid: Trained First Aid volunteers are listed in Appendix 1. The First Aid Kit is located ???.
5. Manual handling: Volunteers should take care with lifting when setting up chairs to avoid back injury. When moving large instruments like pianos and organs ensure that there are sufficient people without pre-existing musculoskeletal problems to complete the task. This includes moving instruments to performance venues. Use wheels or trolleys when possible, including for the distribution of music scores. Avoid lifting heavy items above chest height.
6. Damage to voice by overuse: Join in the warm up exercises

Covid and other infectious respiratory illnesses: There is a risk of transmission of respiratory illnesses at both rehearsals and concerts – please do not attend if you have a positive Covid test or other flu-like symptoms.

Reporting: Please report any incidents or near misses, including First Aid treatment



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