Risk Management Policy

Pendle Ladies' Choir

1. Statement of Intent

This policy sets out how Pendle Ladies' Choir manages risk in relation to:

- Weekly rehearsals
- Performances
- Fundraising activities
- Travel within the UK and overseas

The purpose of this policy is to:

- Protect members, trustees, leaders, audiences, and the public
- Safeguard the choir's assets and reputation
- Ensure compliance with UK legislation and Charity Commission guidance

This policy is written in accordance with guidance from the **Charity Commission for England and Wales**.

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2. Scope

This policy applies to:

- All choir members
- Committee members
- Musical director and accompanists
- Volunteers and helpers
- Contractors engaged by the Choir

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3. Roles and Responsibilities

3.1 Committee

The Committee is responsible for:

- Ensuring appropriate insurance cover is in place (e.g., public liability, employer’s liability where required).
- Conducting and reviewing risk assessments for all choir activities.
- Ensuring compliance with venue health and safety requirements.
- Maintaining emergency contact details for members.
- Maintaining a written risk register
- Reporting serious incidents where required to the Charity Commission

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3.2 Musical Director

Responsible for:

- Safe conduct of rehearsals and performances
- Monitoring vocal health and wellbeing
- Raising safety concerns with the committee

3.3 Members and leaders

Responsible for:

- Taking reasonable care of their own health and safety
- Following safety instructions
- Reporting hazards, accidents, or near misses

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4. Risk Assessment Process

The Choir will:

1. Identify hazards associated with each activity.
2. Assess the likelihood and severity of harm.
3. Implement control measures to reduce risk.
4. Record significant risks in a Risk Register
5. Review annually or after significant incidents

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5. Weekly Rehearsals

5.1 Venue Safety

Risks may include:

- Slips, trips, and falls
- Poor lighting
- Fire hazards
- Unsafe seating or staging

Controls:

- Ensure clear access/exit routes.
- Keep bags and personal belongings out of walkways.
- Confirm fire exits and evacuation procedures at the start of each term.
- Avoid overloading electrical sockets.

If rehearsing at venues such as **St John's Church** or similar community premises, the Choir will comply with that venue's health and safety policies.

5.2 Vocal Health and Wellbeing

Risks:

- Vocal strain
- Fatigue
- Dehydration

Controls:

- Adequate warm-ups and breaks.
- Encourage hydration.
- Reasonable rehearsal duration.

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6. Performances

6.1 Venue-Related Risks

Risks:

- Stage hazards
- Electrical equipment
- Crowd management
- Fire safety

Controls:

- Liaise with venue management in advance.
- Conduct a brief walk-through before the performance.
- Ensure safe cable management.
- Follow venue evacuation procedures.

For large venues such as **Royal Albert Hall**, the Choir will adhere strictly to venue safety protocols and steward instructions.

6.2 Public Liability

The Choir will maintain adequate public liability insurance to cover injury or property damage arising from performances.

6.3 Manual Handling

Risks:

- Injury from moving equipment (keyboards, risers, stands).

Controls:

- Use correct lifting techniques.
- Share loads between members.
- Avoid lifting heavy items alone.

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7. Fundraising Activities

Fundraising may include:

- Concerts
- Community events
- Raffles
- Refreshment sales

7.1 Financial Controls

In line with Charity Commission expectations:

- Two authorised signatories for payments
- Dual counting of cash
- Regular financial reporting to trustees

7.2 Food Safety

Where food is sold:

- Allergens clearly labelled
- Safe food handling encouraged
- Compliance with guidance from **Pendle Borough Council**

7.3 Event Safety

Risks may include:

- Overcrowding
- Trip hazards from stalls or cables

Controls:

- Maintain clear walkways.
- Limit attendance to safe venue capacity.
- Ensure appropriate supervision.

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8. Travel to Events

8.1 Private Cars

Members travelling by car:

- Must hold valid UK driving licence
- Must have appropriate motor insurance
- Are responsible for their own vehicle safety

Car sharing is voluntary and informal unless formally organised.

8.2 Coach Travel

Where hiring operators the committee will:

- Use reputable, licensed companies
- Confirm seatbelts are fitted and used
- Provide emergency contact details

8.3 Overseas Travel

Where the Choir travels abroad:

- Appropriate group travel insurance will be arranged
- Emergency contact list maintained
- Risk assessment completed in advance
- Members responsible for valid passports and (where required) visas

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10. Health and Medical Emergencies

- Basic first aid kit available at rehearsals and concerts
- All accidents, injuries, or near-misses must be reported to a Committee member and incident report completed
- Emergency services contacted where required

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11. Data Protection

Personal data (including emergency contacts) will be:

- Stored securely
- Used only for legitimate choir purposes
- Processed in accordance with the Data Protection Act 2018 and UK GDPR

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12. Insurance

The Choir will maintain appropriate insurance, including:

- Public liability insurance
- Trustee/committee indemnity insurance (if applicable)
- Event insurance where required

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13. Monitoring and Review

This policy will be:

- Reviewed annually by the Committee
- Updated following significant incidents
- Communicated to all members
