

## **Scunthorpe and District Choral Society**

### **Health and Safety Policy and Procedure**

#### **Responsibilities of the Trustees**

The Trustees of Scunthorpe and District Choral Society will seek to ensure the health and safety of choir members and of any other persons who may be affected by activities that the choral society may undertake. To achieve this objective the following actions will be taken:

1. As far as is reasonably practicable the Society will ensure adequate control of all health and safety risks arising from its activities
2. The Committee will nominate a person, or persons, to undertake hazard and risk assessments of all planned activities and to liaise with operators of facilities used by the society for meetings, rehearsals or performances to ensure that shared responsibilities for health and safety are understood by all parties and that measures are adequate to control foreseeable risks.
3. Risk assessments will consider issues of access and egress, stewarding and crowd control, fire and emergency plans, control of infection risks, lighting and electrical safety, trip hazards, staging and seating, chemical and other hazards, manual handling and contact with heat and hot water, and any other concerns that may be relevant.
4. Risk assessments will be regularly reviewed and any new venues, practices and equipment will generate the need for revision.
5. Outcomes of risk assessments will be shared with the committee and plans will be made to counter any unacceptable risks.
6. The Committee will ensure members are competent to do their tasks and provide them with adequate training or briefing.
7. All committee members should maintain awareness of the potential for risks to affect members and others, and take responsibility for bringing any matters noted to attention.
8. The Committee will review any accidents or incidents affecting safety or health and put appropriate measures in place where necessary to prevent recurrence.
9. This policy will be reviewed, revised and formally adopted by the committee every two years.

#### **Responsibilities of all Members**

Organisational responsibility for health and safety rests with the trustees of the society. However all members have an obligation to ensure their own safety and to ensure their actions do not create risks for others.

Members should:-

- a. Co-operate with the committee's direction in any matters affecting health and safety.
- b. Adhere to any safety rules for the building in which a rehearsal or concert is held.
- c. Not interfere with anything provided to safeguard their health and safety or that of others
- d. Take reasonable care of their own health and safety
- e. Report all health and safety concerns to a member of the committee

Reviewed and adopted by the committee on 8 December 2025

Signed .....  ..... A Godfrey (Chair) Date: 8 December 2025