

HEALTH AND SAFETY POLICY

1. Statement of Intent

Bracknell Choral Society (BCS) is committed to providing a healthy and safe environment for all those involved in the musical and social activities it organises. This includes, but is not limited to:

- Members, volunteers, musicians, performers, owners and operators of venues, external contractors and members of the public.
- Rehearsals, concerts, tours, workshops and social and fundraising events.

2. Responsibilities

Overall responsibility for health and safety rests with the Trustees / Committee of BCS.

- Day-to-day responsibility for health and safety at events where BCS members meet, including organised activities, rests with the Concert Manager
- The BCS Committee will appoint a person to be the Health & Safety Advisor who is responsible for assessing risk and the well-being of members, with special attention given to those with different abilities. That person, currently the Concert Manager, will arrange to communicate such information as necessary in order to mitigate any hazards.
- The organiser of concerts, tours, workshops, etc will be primarily responsible for assessing risk to members and the public at such events and in discussing the findings with the Concert Manager.
- All members of the BCS should:
 - co-operate with others on health & safety matters
 - take reasonable care of their own and others' safety
 - report all significant health & safety concerns to the Concert Manager.

3. Arrangements

3.1 Event Plan and Risk Assessment (EPRA)

The arrangements for performing health and safety duties are principally made via the Event Plan and Risk Assessment (EPRA) document, which will be drafted by the event organiser in consultation with others.

The EPRA will include, but is not limited to:

- Introduction
 - introduction to BCS and the background for the particular event, role of the Event Safety Co-ordinator, BCS understanding of the use of the premises.
- The Premises
 - the concert or other event preparation e.g., staging, seating, signage, numbers of members and public, access for those with mobility difficulties, plan of

the venue, access and egress, timing, first aid provision, parking, toilets, rehearsal plans, liaison with the site owner's representative.

- The concert or event preparation
 - programme, changing rooms, movement in/out of choir and orchestra, interval procedure & refreshments.
- After the concert or event
 - clearing up and dismantling, disposal of materials in the proper manner.
- A comprehensive hazard and risk assessment
 - typically itemising at least 10-12 hazards (e.g., slips & trips, falls from staging, lighting failure, electrical hazards, travel risks etc).
- Responsibility schedule
 - a responsibilities list for Part Stewards and the Stage Manager.

The EPRA will be published on the members' pages of the BCS website.

Any 'special' risk assessments (e.g. Covid) will also be published and updated on the members' pages of the BCS website.

Bracknell Choral Society will hold Public Liability Insurance.

3.2 First Aid Provision

As a basic minimum, an 'Appointed Person' will be present at every Society activity including rehearsals. This person does not have to be trained in first aid, but in practice this will mean:

- Knowing the location of first aid supplies (e.g. first aid kits, defibrillators) at the venue
- Knowing any local numbers that may be useful in case of an emergency.
- Designated to take charge if there is an incident, if only to call for assistance / emergency services if required.

In addition, wherever possible there will be a minimum of one trained First Aider present at events but especially so for concerts.

4. Review

This policy will be reviewed every 2 years by the BCS Trustees / Committee.

Risk Assessments will be reviewed frequently (e.g., via the EPRA before each event and upon significant changes and at least annually for "fixed venue" event locations, such as for the rehearsal venue).