



Nottingham Boys Choir

Health & Safety Policy

General Statement of Policy

It is the policy of Nottingham Boys Choir (NBC) to ensure as far as is reasonably practical, to provide and maintain a healthy and safe working environment, including all equipment and systems, for all of its members and employees, waged and unwaged, while participating in choir activities. Additionally, it is policy to comply with all relevant health and safety legislation, regulations and codes of practice.

To achieve this purpose, NBC will ensure access to such information, training and supervision as its employees may need.

Overall and final responsibility for health and safety in NBC rests with the Committee.

All members and employees have a responsibility to co-operate with the Committee to achieve a healthy and safe choir environment, to adhere to all safety procedures identified by NBC in relation to their area of activity, to take reasonable care of themselves and others and to report any observed hazards.

This policy will be kept up to date and formally reviewed every three years.

This policy should be considered in conjunction with the Child Protection Policy and Guidance to Parents on Safe Practice for Nottingham Boys Choir Rehearsals, Workshops, Concerts and Events.

Responsibilities of the Committee

1. The Committee will be required to approve any amendments to the Health and Safety policy of NBC.
2. To ensure that appropriate training, advice, equipment and documentation is provided as is necessary or advisable.
3. To ensure that as and when it is necessary assessment of risks are carried out and endeavours made to reduce or eliminate them.
4. To ensure that any health and safety matters brought to their attention are considered promptly and appropriate actions taken.
5. To ensure that members, staff and volunteers are aware of and accept their individual and collective responsibility in the care of health and safety of themselves and others.

Responsibilities of Choir Members & Employees

1. To make themselves familiar with and adhere to safety procedures, including the fire alarm procedure and evacuation route(s).
2. To be aware that it is the duty of all members whilst attending choir activities to take reasonable care for the health and safety of others who may be affected by their actions or omissions whilst attending.
3. To report to the Director of Music or Committee members any dangerous situation in the venue or any shortcomings in the arrangements for health and safety within the organisation.
4. To report all accidents/incidents to the Director of Music or Committee members and to carry out instructions given by them in relation to this policy.
5. To co-operate with the organisation at all times on matters of health and safety.

Good Housekeeping

Good housekeeping is a fundamental part of safety management in which everyone is required to play their part.

The Committee is to ensure that there is adequate provision at venues for:

- (a) rehearsals, performances and for safe storage;

All Members must ensure:

- (b) that walkways are maintained free of obstruction;
- (c) that routes to exits are in no way obstructed;
- (d) that work areas, open areas, toilet and kitchen facilities are maintained in a clean condition;
- (e) that care is taken when exiting St Paul's, especially when cars are moving in the car park.
- (f) that the First Aid box is kept fully stocked.

Accidents and Incidents

Members and employees must ensure that all accidents and incidents are recorded and reported to one of the Committee members as soon as possible. Committee members will ensure that all accidents and incidents are recorded in the Accident Book.

A First Aid box is available at St Paul's. This is located in the bottom drawer of the middle filing cabinet in the vestry, along with the Accident Book.

EMERGENCY PROCEDURES

Security

All keyholders to St Paul's are expected to exercise care in the security of the building, particularly at times of minimum staff or when they have responsibility for closure of the premises.

All persons within the premises shall be responsible for the safety of their personal belongings.

Fire Prevention

Notices stating the general procedures to be adopted in the case of fire are predominantly displayed in St Paul's. All members and employees attending St Paul's must be conversant with this procedure. Fire extinguishers are located at various locations throughout the building. In addition there are specific provisions in the NBC Health and Safety Policy (below) with which members and employees should familiarise themselves.

An unexpected fire drill is to be carried out annually on a date decided by the Director of Music, recorded by a designated Committee member and reported to the next Committee meeting by them.

All fire doors are to remain closed and no obstructions of any description should be placed in either the fire doorways or the access routes to the fire doors.

Members are to bring to the attention of the Committee any potential fire hazards.

Fire Procedures at Concerts or other Events

NBC members and employees will observe all local fire policies and directions when performing at concert venues or attending other events.

Fire Procedures at St Paul's

- In the event of fire, one person should alert the Director of Music immediately.
- The bell in the foyer should be rung continuously.
- The Director of Music is responsible for ensuring all singing members clear the building.
- Non-singing members and visitors are responsible for their own evacuation.
- All Members should assemble in the car park in front of the church.
- The Director of Music will check the register to make sure that all singing members are present.
- In the case of a small incident or drill, the Director of Music will instruct when it is safe to re-enter the building.

Actions to be taken in case of fire at St Paul's

- Sound the alarm.
- Tackle the fire with the appropriate extinguisher if it is safe to do so, or necessary to effect an evacuation.
- Evacuate the building by the nearest fire exit.

Smoking

1. NBC is required by law to provide a safe and healthy working environment. Breathing air, which contains other people's smoke, has been identified as a risk by the Independent Scientific Committees on Smoking and Health. NBC believes it has an important role in safeguarding the health of its members, employees and service users and that everyone has the right to breathe smoke free air.
2. In all parts of St Paul's the smoking of tobacco or any other substance by members, employees, service users and visitors to the church will not be permitted.
3. It is the responsibility of all members and employees to make sure that smoking does not take place in St Paul's.

Review of the Policy

This policy document and code of practice is to be kept up to date.

The Committee will be required to approve any amendments to the Health and Safety Policy and Code of Practice of NBC.

The policy will be reviewed three-yearly by the Committee.

Policy reviewed and amended October 2013

To be reviewed in October 2016