



Health and Safety Policy Statement

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of:-

The South Chiltern Choral Society

Our statement of general policy is:-

To take reasonable and practical action:-

- To provide adequate control of the health and safety risks arising from the activities of the Society;
- To consult with our choir members and helpers on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of materials;
- To provide information, instruction and supervision to choir members and helpers;
- To ensure all choir members and helpers are competent to do their tasks, and to give them adequate instruction;
- To prevent accidents and cases of ill health relating to the activities of the Society;
- To maintain safe and healthy conditions within which the Society may conduct its activities;
- To review and revise this policy as necessary at regular intervals.

Signed
Name	...Richard Farmer.....	..Clare Powell.....
Position	...H&S representative.....	..SCCS Chair.....
Date	...09 February 2009.....	..09 February 2009.....
Review Date	...22 September 2014.....	.. 22 September 2014.....

RESPONSIBILITIES:

1. Overall and final responsibility for Health and Safety is that of;-
SCCS Chair
2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to;-
SCCS H&S representative
3. To ensure health and safety standards are maintained/improved, the following people, referred elsewhere as Managers, have responsibility in the following areas;-

Venue Supervisor	-	venue permanent state
Stage Manager(s)	-	members and helpers on temporary stage, lighting and sound
Soprano Section Leader(s)	-	Management of section for Fire and First Aid
Alto Section Leader(s)	-	Management of section for Fire and First Aid
Tenor Section Leader(s)	-	Management of section for Fire and First Aid
Bass Section Leader(s)	-	Management of section for Fire and First Aid
4. All members have to;-
 - Co-operate with supervisors and managers on health and safety matters,
 - Not interfere with anything provided to safeguard their health and safety,
 - Take reasonable care of their own health and safety, and
 - Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

HEALTH and SAFETY RISKS arising from our choir activities:

- Risk Assessments will be undertaken by;-
Respective Manager
- The findings of the risk assessment will be reported to;-
SCCS H&S Representative
- Action required to remove/control risks will be approved by;-
SCCS H&S Representative relayed to Venue Supervisor as appropriate
- Ensuring that the action required is implemented will be the responsibility of;-
Respective Manager
- Checking that the implemented actions have removed/reduced the risks will be undertaken will be the responsibility of;-
SCCS H&S Representative and/or Venue Supervisor as appropriate
- Assessments will be reviewed every;-
Year
or when the choir activity / location changes, whichever is the sooner.

SAFE PLANT and equipment:

- **Respective Managers**
will be responsible for identifying all equipment / plant needing maintenance.
- **Respective Managers**
will be responsible for ensuring effective maintenance procedures are drawn up.
- **Respective Managers**
will be responsible for ensuring that identified maintenance is implemented.
- Any problems found with plant/equipment should be reported to;-
SCCS H&S Representative
- **Respective Managers**
will check that new plant/equipment meets health and safety standards before it is purchased.

EMERGENCY procedures - fire and evacuation:

- **Venue Supervisor**
is responsible for ensuring the fire assessment is undertaken and implemented..
- Escape routes are checked at their prescribed frequencies by;
Venue Supervisor
- Fire extinguishers are maintained and checked at their prescribed frequencies by;
Venue Supervisor
- Alarms are tested at their prescribed frequencies by;
Venue Supervisor
- Emergency evacuation will be tested every;
As determined by the Venue Supervisor
- SCCS own fire procedures will be implemented in respect of its members having been agreed with the Venue Supervisor. Implementation of evacuation procedures, routes, muster point and clearance of let area, will be the responsibility of;-
SCCS H&S Representative

**NAMES AND DETAILS OF RESPECTIVE STAFF ARE PROVIDED
IN THE ATTACHED SCHEDULE:**