

## Good Practice Document (Risk Assessment) - Emergencies:

### 3.1 Fire

Fire arrangements at any particular concert venue are the responsibility of the venue. When arranging new concerts, the Choir Secretary should establish the local fire procedure with the concert organiser and the identity of the local contact for taking charge in the event of an emergency; the choir should take its lead from them.

Fire arrangements at school rehearsal venues are the responsibility of the Head Teacher. However, choir members should be informed of the local fire procedure 3.1.1 by the Choir Safety Officer or his deputy and an evacuation practice should be carried out annually at the regularly-used location, e.g. Hawkedon Primary school. Suitable records should be kept of this.

#### 3.1.1 Fire Emergency Procedure at Hawkedon Primary School

1. Raising the alarm: any member who observes evidence of a fire should push a call point break glass which will activate the fire alarm; call points are located near fire exits.
2. Reacting to fire alarm sound: on hearing the fire alarm, members should walk briskly but calmly out of the school via their nearest exit and move to the assembly point in the school playground.
3. Section Leaders should ensure that members with special mobility needs are assisted and should record those who have successfully evacuated, at the assembly point. They should report any members missing to the choir incident co-ordinator, who should liaise with the school and fire authorities, as required.

### 3.2 First Aid

The choir should have at least two qualified First Aiders at every activity arranged by the Choir Secretary, who should be listed in the event form. Our first aiders should provide help in the first instance and decide to call an ambulance if necessary.

In the event of first aid being required during a performance, evacuation of the stage by the stage manager may be required. When the choir is going on tour, all members of the tour should be asked to supply to Choir Secretary, contact details of their next of kin and any medical information they think appropriate.

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