



Reading Male Voice Choir

Health and Safety Policy Statement and Index to Good Practice Documents

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Document no.: HS

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HS1: Reading Male Voice Choir's Health & Safety Statement:

The choir is committed to conducting its activities in such a way as to minimise the number of injuries or ill-health cases which may arise in the course of its activities.

It has a responsibility, as far as reasonably practicable, for the health, safety and welfare of its members and members of the public who may be directly affected by its activities. These include performances, rehearsals, tours and activities prior to these, such as staging arrangements and social activities organised by the choir.

The majority of the choir's performances take place in locations used by the general public. Choir members should follow instructions on local procedures given by the local contact, e.g. in the event of an emergency. This also applies to travel organised by RMVC.

The choir will seek to ensure that the equipment used in the course of its activities is safe, fit for purpose and kept in good order. It will also seek to ensure the safety of its members when driving on choir business, loading and unloading its staging and erecting and dismantling the same.

The choir will make suitable arrangements for first aid during activities so that its members can be helped in the event of an accident or and especially in an emergency.

Choir members are reminded that each has a responsibility for his own safety and are expected to report to a member of the choir's management, any injury or ill-health occurring during any of the choir's activities. Members should also report any unsafe condition or behaviour which they consider to be hazardous. See HS 1.1.

Approved By:

RMVC Chairman: John Clarke 18th January 2015

HS 1.1 Summary of Individual Responsibilities

- 1: You are responsible for your own safety and for your actions, where it affects others. Please follow the guidance documents and any guidance given at concert venues.
- 2: Locate fire exits at concert venues and follow any announced evacuation instructions. Assemble in the designated place and answer to a roll call.
- 3: If you have a pre-existing health problem, which may occur during a choir activity, please check the event forms for our first aiders and inform them in confidence. You are also advised to tell your Section Leader and/or a friend, in confidence.
- 4: Lift staging sections into the van in pairs whilst a third person stores and secures it in the van. You should follow the Van Driver's instructions and wear protective gloves, where practicable.
- 5: Take opportunities to be trained in how to help with the assembly /disassembly of staging. Follow the Assembly/Disassembly Leader's instructions and wear protective gloves, where practicable. Do not attempt to assemble-disassemble staging if you are unsure of your ability to do so.
- 6: Check that all adjacent power cables are off before erecting and dismantling staging. Cables should be routed under staging only as a last resort.
- 7: Look out for structural defects or damage to staging and report anything that concerns you to the Assembly/Disassembly Leader.
- 9: Make sure electrical cables you lay down are safe, e.g. stuck down to avoid tripping.
- 10: Report any potential causes of trips, slips and falls you identify to the Event Stage Manager or Health and Safety Officer.
- 11: Avoid lifting heavy non-RMVC property at venues so no claims will arise for harm or damage.
- 12: Wait until a gangway has sufficiently cleared before moving staging out of a venue.
- 13: Check applicable rotas for when on duty and inform the Rota Co-ordinator if not available or made any swaps.
- 14: Read and support the Health and Safety statement on which these guidelines are based and suggest any improvements to the Health and Safety Officer.

Produced by Alan Broodbank, RMVC Safety Officer and Kevin Boyle, H&S Adviser

Approved By: RMVC Chairman: John Clarke 23rd January 2015