



Reading Male Voice Choir

Health and Safety Policy Statement and Index to Good Practice Documents

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HS1: Reading Male Voice Choir 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.

RMVC has a responsibility to ensure, as far as reasonably practicable, 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, activities prior to these, such as staging arrangements, and social activities organised by the choir. Leadership is provided by the Trustees who form the Committee of the Choir and who consider the safety, health and wellbeing of all those affected by choir activities when making their decisions.

Risk assessment will be used to ensure that suitable precautions are identified and implemented through the issue of good practice documentation; and training given to ensure the competence of our members in their various roles.

The majority of the choir's performances take place in locations used by the general public and controlled by other organisations. Choir members should follow instructions on local procedures given by the local premises controller, 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 and others affected by choir activities can be helped in the event of an accident or medical emergency.

Choir members are reminded that each has a responsibility for their own safety and are expected to report to the Choir's Management Committee any injury or ill-health arising from 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 – Summary of Individual Responsibilities.

Approved by:

RMVC Chairman: John Kay 16 Sept 2024 (for review by Sept 2027)

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 RMVC Good Practice 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) Members are reminded that safe practice requires them to enter and exit the stage at the side, climb to their row, using the handrail, and then travel along the row. Assistance will be provided at the first step.
- 5) 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.
- 6) 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.
- 7) Check that all adjacent power cables are off before erecting and dismantling staging. Cables should be routed under staging only as a last resort.
- 8) 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, safely routed and stuck down to minimise risk of 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 from 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 you are not available or have 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.

HS1.2 Summary of Health & Safety Officer's Responsibilities

- 1) Risk assessing the Choir's activities and preparing control measures for the risks identified and to review these assessments as appropriate.
- 2) Preparing the Choir's Health and Safety Policy Document and associated Good Practice Documents and review annually.
- 3) Investigating any accidents or incidents with the potential to cause harm; preparing reports for the Committee and proposing actions to prevent recurrence.
- 4) In conjunction with the Concert Coordinator (Stage Manager) and Event Moves Coordinator, carrying out the annual inspection and maintenance of the staging equipment.
- 5) Advising the Committee on the members trained as First Aiders and preparing a rota of two first aiders per concert for each season.
- 6) As requested by the Concert Secretary or Concert Coordinator (Stage Manager), assessing venues in advance of Concerts and recommending actions to improve safety as required.
- 7) Preparing Health & Safety Reports for the Choir Committee on any accidents/incidents and actions taken or required to prevent harm to Choir Members or others.