



South Devon Choir

Health and Safety policy

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Introduction and scope

South Devon Choir is committed to providing a healthy and safe environment for all those involved in the activities it organises.

- This includes but is not limited to; members, staff (including freelance), volunteers and members of the public.
- This includes but is not limited to; rehearsals, performances and fundraising events.

Responsibilities

- Overall responsibility for health and safety sits with the South Devon Choir Committee
- Practical responsibility for health and safety at events and activities organised by South Devon Choir:
 - at SDC organised rehearsals and concerts sits with the Concert Manager.
 - at SDC organised workshops, fundraising and social events sits with the Event Organiser designated by the Choir Committee.
- To achieve a good standard of health and safety, all members of the Choir must take reasonable care for the health and safety of themselves and of other Choir members and anyone who may be affected by their actions.
- Members must be alert to health and safety issues and draw attention to anything encountered during Choir activities that could be a threat. All members have a special duty of care to those who have particular requirements through disability or inexperience.
- All members and volunteers should co-operate with the Committee in all matters relating to their health, safety and welfare. Any member or supporter of the Choir who knowingly breaks this code of conduct may be suspended pending an investigation.

Statements of general policy

1. South Devon Choir will seek to prevent accidents and cases of ill-health by managing the health and safety at events and activities it organises.

Actions to be taken: relevant risk assessments to be completed for events and activities. Where regular venues are used the risk assessment will be reviewed on an annual basis or sooner if required.

2. South Devon Choir will provide clear instructions and information to ensure that members, staff and volunteers are competent to do their work in a healthy and safe manner.

Actions to be taken: tasks performed by members, staff and volunteers to be risk assessed and appropriate instruction to be provided (e.g. preparing and serving hot drinks, erecting staging).

3. South Devon Choir will engage and consult with members, staff and volunteers on health and safety conditions.

Actions to be taken: members, staff and volunteers to be briefed on health and safety risk assessments for new venues/activities and updated on any changes in risk assessment for regular venues/activities.

Establish clear lines of communication for members, staff and volunteers to raise health and safety concerns. Have procedures in place to ensure concerns raised are investigated and acted on where appropriate.

4. South Devon Choir will implement emergency procedures – evacuation in case of fire or other significant incident.

Actions to be taken: ensure at least one individual is responsible for knowing fire procedures for hired venues and for communicating them to those present.

5. South Devon Choir will maintain safe and healthy conditions for the safe storage of equipment

Actions to be taken: ensure satisfactory health and safety conditions at hired venues and for hired equipment. Ensure that any equipment owned by South Devon Choir will be stored safely.

First Aid

- South Devon Choir will ensure they are aware of First Aid procedures, kits and equipment at hired venues.
- Where practical South Devon Choir will recruit members and volunteers with First Aid experience
- Where appropriate (e.g. for larger events) South Devon Choir will train members or volunteers in First Aid or work with professional First Aid organisations.

Sound safety

South Devon Choir takes the responsibility of protecting the hearing of members, staff, volunteers and audience members seriously. We will:

- Ensure there are open lines of communication for individuals to raise concerns about hearing
- Take concerns seriously; the Committee and Director of Music will work with the individuals to find ways to minimise risk.
- Take into account the protection of our audience's hearing when designing stage and audience layout for performances.

Policy review

This policy and any associated health and safety documentation will be reviewed every two years.

Issue	Date	Review Date	Author	Details
1.0	21/03/2018	20/03/2020	M Saxelby	Original
2.0	03/02/2025	03/02/2027	A Riley	Updated – using Making Music advice and associated template