

Policy	Health and Safety (incl Procedures)
Effective Date	1 September 2016
Date Last Reviewed	24 September 2018
Authorised by	Trustees Meeting
Scheduled Review Date	September 2019
Supersedes	All previous Policies and/or Statements

1. Introduction

- 1.1 The following policy and procedures apply to all constituent parts of the Harrogate Choral Society. It is important that all Trustees and others (particularly those taking a leadership and management role for a particular Society event and rehearsal) are aware of the policy and procedures and follow them at all times.

2. General

- 2.1 Before any event (rehearsal, performance, other event) the potential health and safety implications will be considered. A risk assessment approach will be adopted. With the aid of the form at the end of this document, the potential risks and hazards will be assessed and steps taken to ensure these risks and hazards are minimised. Only when the risks are judged to be acceptable will the event be allowed to be held.
- 2.2 There is a nominated trustee of the Harrogate Choral Society who is responsible for managing health and safety and adopting the role of Health and Safety Officer. The person responsible will normally be the Secretary of the Society.
- 2.3 The Health and Safety Officer will be responsible for ensuring the risks assessments have been undertaken and that there is a suitably trained health and safety officer appointed for each event.
- 2.4 In undertaking each risk assessment, the person undertaking this will be mindful of the issues identified in the following sections of this document. In addition, some specific questions to consider are:
- is the event venue accessible to disabled people?
 - what are the likely causes of slips, trips and falls?
 - are there enough people allocated to moving the piano or other heavy objects?
 - is there adequate public transport available for people travelling late at night?
 - does the venue have adequate toilet facilities?
 - is anyone required to work at a height, e.g. setting up lighting?
 - are there risks of injury due to faulty electrical equipment?
 - are there manual handling injury risks due to difficult to access storage facilities?
 - are fire risks adequately managed, and evacuation procedures clear?
- 2.5 The following sections identify the policies and procedures and relate them specifically to the use of Christ Church. Although applying particularly to that site, they highlight the type of issues that need to be considered at other locations. Generally, we will follow the policies and procedures specified by the site being used (e.g. Royal Hall).

In addition, we recognise that at some sites used, staff of that organisation will be in attendance who will take the lead role in applying the health and safety policies and procedures. However, in other cases, staff will not be in attendance during the Society use and this lead role will need to be adopted from within the Society.

3. Christ Church Health and Safety Requirements

3.1 All Trustees and others with lead Health and Safety responsibilities should be aware of, and enforce, the Christ Church Conditions of Hire as relating to health and safety (many of these conditions will be relevant for use of other locations):

- Obstructions must not be placed in gangways or exits nor in front of emergency exits which must be immediately available for free public egress
- Fire fighting equipment shall be kept in its proper place and only use for its intended purpose
- The Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence should be given to the Parish Office
- Performances involving danger to the public shall not be permitted
- Highly flammable substances shall not be brought into or used in any part of the premises. No internal decorations of a combustable nature shall be undertaken or erected without the consent of the Church
- No unauthorised heating appliances or outside equipment can be used without prior consent of the Christchurch Booking Officer
- First Aid boxes shall be readily available to all users of the premises. They are located in the Parish Office, the Kitchen and under the Parish Centre Notice board. The Parish Office shall be informed of any accident or injury occurring on the premises
- Any electrical equipment brought into the building shall comply with the Electricity at Work Act 1989 (including any subsequent amendments) and shall have a clearly identifiable current Portable Appliance (PAT) Label. The Church disclaims all responsibility for all claims and costs arising out of any such equipment that does not comply.
- No dry ice or smoke machines may be used.
- No child under the age of six years of age is to be allowed to enter the kitchen at any time.
- If the Society is at any time the sole occupier of the premises, at the start of the booking period, the twist lock must be engaged on the door between the concourse and the entrance lobby, unless the concourse is in constant use. If there is more than one Hirer in the Centre, then arrangements should be made between them. There is a door bell outside the door from the entrance lobby to the concourse, which can be run if anyone needs to alert the Society during the course of the booking period.
- The Society is responsible for any accident or injury arising out of the activity for which we have booked the Parish Centre. It is the Society's responsibility to ensure the premises are safe for the purposes for which they are intended to use them. The Society is required to complete details of any accident or incident occurring during the occupation of the Parish Centre which did or could have given rise to injury as soon as possible after the accident or incident, but in any case, before the premises are vacated by the Hirers after then event. A book is provided for this purpose and this is located on the

main notice board outside the Parish Centre Office. The following information should be recorded:

- Name, address and telephone number of person(s) injured
- Exact time and place of the occurrence
- Detailed description of accident or incident, including a description of any apparatus or equipment involved.
- Name and address and telephone number of any witness(es) to the accident
- Signed witness statements should be obtained if possible
- The Society must notice a Church Official on 01423 530750 within 24 hours of the accident or incident.
- The Health and Safety Officer must retain a copy of this information or obtain a copy of this information within 3 working days. This information as a minimum should be collected and retained in the case of events at any site. It is needed to inform risk management, be available in case of an insurance claim against Society insurances and because in certain circumstances it will be necessary to notify the Charity Commission.

3. First Aid Procedure

- 3.1 All Trustees and members taking lead responsibilities for health and safety should know the venue's address and post code in case it is necessary to call an ambulance. The address which should be given is (at Christ Church):
The Parish Centre, Christ Church, The Stray, Harrogate, HG1 4SW
For use of other sites, the Health and Safety Officer should have this information available.
- 3.2 If someone is taken ill, put him/her in the recovery position and dial 999. Only qualified people should touch the patient (practising nurse/doctor, holder of current First Aid Certificate, member of Red Cross or St John Ambulance).
- 3.3 Do not give medication to anyone. If the patient has medication with him/her for emergencies and she/he wishes to take it, make sure you know what it is and the quantity taken in order to tell the paramedics/doctor.
- 3.4 If the patient seems recovered, try to keep him/her sitting quietly away from the others and try to persuade him/her to get someone to take them home or to take a taxi.
- 3.5 These procedures will generally apply at other sites apart from Christ Church but each may have specific arrangements that will apply which will be determined at the venue booking stage. If staff of the hiring organisation are present, they will normally take responsibility for first aid and any incidents requiring first aid should be referred to them.
- 3.6 If arranging outings, ask for emergency contact details on the application form and have these to hand during the event. When considering such events, consider the capabilities of the average membership and advise as appropriate on the level of activity anticipated. Also advise on footwear and clothing if appropriate. Two trustees should be appointed to check that members are coping and to stay with a member who is taken ill.

4. Fire Precautions and Management

- 4.1 The Health and Safety Officer will take the lead role and if possible will be supported by fire stewards who will guide people to exits and provide support to people with disabilities. The responsibilities include:
- The action to be taken on hearing the alarm
 - The evacuation procedures from the premises to a designated place of assembly
 - The location of first aid and fire fighting equipment
 - The location of alternative escape routes
 - The procedure for helping people with disabilities
 - General fire precautions
- 4.2 The number of fire stewards required at a particular location will be considered as part of the risk assessment. At Christ Church, there will normally be a minimum of the Health and Safety Officer and two other Fire Stewards. At other venues if staff of the organisation from which we are hiring premises are in attendance, these roles will normally be undertaken by them.
- 4.3 The Health and Safety Officer and Fire Stewards will familiarise themselves with the location of fire alarms, extinguishers and emergency exits before other people are admitted to the premises. The exits and exit routes should be pointed out where people unfamiliar with the premises are present. For venues regularly used, practice evacuations should be conducted at least once a year and the date and results of the evacuation recorded by the Health and Safety Officer.
- 4.4 Details of the location of fire alarms, extinguishers and emergency exits at Christ Church are marked on the Fire Plan near the Office. Evacuation from Christ Church is either through the Main Entrance or either of the three emergency exits at the east side of the Hall, with assembly on the relevant area of the Stray.
- 4.5 Unless a person has been trained in the use of fire-fighting equipment, he/she should not attempt to fight fires (except the very smallest of fires) but to sound the alarm, evacuate the premises and call the Fire Service.
- 4.6 At Christ Church, on hearing the alarm, members should calmly evacuate the Parish Centre through the nearest emergency exit which is unobstructed by fire. People in the office, in the Concourse, in the Finance/Clergy offices or toilets would normally evacuate through the Main Entrance. People in the Hall, Lounge and kitchen would normally evacuate through the emergency exits in the Hall. However it should be noted that these exits lead into an unlit area so if it is safe to do so then using the Main Entrance would be preferable. Particular attention should be paid to group members with mobility or other issues to ensure their safe evacuation. The wheelchair exit leading to the emergency exit is by the crypt entrance.
- 4.7 Should a fire occur, the Health and Safety Officer assisted by the Fire Marshalls should:
- if possible detect the fire
 - initiate the alarm leading to the evacuation of the premises
 - Call the Fire and Rescue Service via 999:
 - Give the correct and full address

- Provide a brief description of the incident
- inform the Fire Service of rendezvous and access points for the building
- advise on exact location of the incident within the building (if known)
- provide any other relevant information
- If electrical appliances are involved in the emergency and it is safe to do so, switch off the current before evacuating
- ensure all exit doors are closed when leaving the building

5. Food Safety

5.1 The Society will be mindful of the regulations provided by the Food Standards Agency (Catering Advice For Charity and Community Groups Providing Food)

5.2 The guidance indicates that if food being provided at an event has been prepared elsewhere, many of the regulations do not apply, but the Food Standards Agency indicate the following should be noted:

- People handling food should maintain a high level of personal hygiene.
- All reasonable, practical steps should be taken to avoid the risk of contamination of food.
- Any equipment and surfaces coming into contact with food must be kept clean.
- Waste should be dealt with sensibly and not be allowed to gather near food.
- No one suffering from or a carrier of a disease which could be transmitted through food should work in a food handling area.
- Appropriate containers should be used for storing and transporting food, to avoid the risk of contamination.

Change Control History

Date of Change	Summary of Revisions Made
September 2017	A few typing errors corrected (!) review noted at Trustees meeting on 25 th September
September 2018	No changes needed - Trustees to note that we now have our own first aid box which can be taken to events where there is no official first aid provision

EVENT HEALTH AND SAFETY RISK ASSESSMENT FORM

Event Name		Date and Time		Location	
Event organiser		Risk Assessor		Date of Assessment	

This is the generic version which may need amending for specific events

Identify hazards – tick the hazards that are relevant to the event

1.	Fire hazards	<input checked="" type="checkbox"/>	7.	Layout and traffic routes	<input type="checkbox"/>	13.	Environmental noise	<input type="checkbox"/>	19.	Welfare	<input checked="" type="checkbox"/>	25.	Machinery/lifting equipment	<input type="checkbox"/>
2.	Crowd control	<input checked="" type="checkbox"/>	8.	Lighting levels	<input checked="" type="checkbox"/>	14.	Communication	<input type="checkbox"/>	20.	Sanitation	<input checked="" type="checkbox"/>	26.	Vehicles, driving	<input type="checkbox"/>
3.	Slips, trips, housekeeping	<input checked="" type="checkbox"/>	9.	Lighting systems	<input type="checkbox"/>	15.	Violence to attendees or staff	<input type="checkbox"/>	21.	Food and drink provision	<input checked="" type="checkbox"/>	27.	Other - please specify	<input type="checkbox"/>
4.	Fall of person	<input checked="" type="checkbox"/>	10.	Heating and ventilation	<input checked="" type="checkbox"/>	16.	Other temporary structures	<input checked="" type="checkbox"/>	22.	Chemicals, fumes dust	<input type="checkbox"/>			<input type="checkbox"/>
5.	Fall of objects	<input type="checkbox"/>	11.	Electrical equipment	<input checked="" type="checkbox"/>	17.	Seating arrangements	<input checked="" type="checkbox"/>	23.	Confined space	<input type="checkbox"/>			<input type="checkbox"/>
6.	Manual handling	<input checked="" type="checkbox"/>	12.	Noise and vibration	<input type="checkbox"/>	18.	Fireworks	<input type="checkbox"/>	24.	Lone working	<input type="checkbox"/>			<input type="checkbox"/>

Who may be at risk – tick the boxes of all relevant persons at risk

HCS members	<input checked="" type="checkbox"/>	Venue Staff	<input checked="" type="checkbox"/>
Audience members	<input checked="" type="checkbox"/>		<input type="checkbox"/>

EVENT HEALTH AND SAFETY RISK ASSESSMENT FORM**This is the generic version which may need amending for specific events**

Risk controls– For each hazard identified in Section 1 which might apply to this event and for the persons identified in Section 2, the following controls are in place for the risks above.

Hazard no.	Hazard description	Existing controls	Risk level			Further action needed
			High	Med	Low	
1	Fire Hazards	Venue fire procedures. Venue staff monitoring areas			X	.
2	Crowd Control/ Overcrowding	Ensure allotted numbers per room are not exceeded, Venue staff will manage emergency exiting			X	
3	Slips, trips, housekeeping	Areas should be cleaned/tidied before event by Venue staff who will manage this throughout the event. Any cables should be taped down.			X	
4	Fall of Person	It may be necessary to stop choir members climbing inappropriately over chairs and staging.		X		Secretary / Concert Manager to ensure this does not happen
6	Manual Handling	Rearrangement of chairs and staging is carried out by Venue staff. If used Choir members bringing in the electric piano need to be aware of safe lifting techniques.		X		CEO and Secretary to ensure those who volunteer are given suitable advice
8	Lighting Levels	All managed by Venue Staff			X	

Hazard no.	Hazard description	Existing controls	Risk level			Further action needed
			High	Med	Low	
10	Heating and ventilation	This is controlled by the Venue and is - as far as is known – fully functional			X	
11	Electrical Equipment	Most electrical equipment on site is owned by the Venue. We may bring in our Clavinova which should not have any faults.			X	
16	Other temporary structures	Staging will have been built by Venue staff			X	
17	Seating arrangements	Seating arrangements to be planned in advance. Venue staff will ensure does not block fire exits and adequate gangways are left so people can move around easily			X	
19	Welfare	Either venue will ensure there is first aid provision for event or St John Ambulance will be booked.			X	
20	Sanitation	WC and hand washing facilities are available for choir, staff and audience including Disabled/ambilent wc facilities			X	
21	Food & Drink Provision	Choir members may bring their own food and drink. At the Royal Hall (and other venues) a bar service and ice creams are on sale staffed by the venue staff.			X	