

Grobby Sings

Registered Charity No.1180490
Health and Safety Policy

Version 2

Approval date January 2024

Review date January 2025

Distribution List	Trustees Management Team
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Health and Safety policy

Introduction and scope

Groby Sings is committed to providing a healthy and safe environment for all those involved in the musical activities it organises.

- This includes but is not limited to: Trustees, volunteers, singers and the Music Director.
- This includes but is not limited to: rehearsals, concerts and fundraising events.

Responsibilities

- Overall responsibility for health and safety sits with the Groby Sings' Trustees.
- Practical responsibility for health and safety at events and activities organised by Groby Sings sits with the Health and Safety Lead and the Management Team who will make helpers and crew aware of any specific requirements.

Statements of general policy and actions to be taken

1. Groby Sings will seek to prevent accidents and cases of ill-health by managing the health and safety at events and activities it organises.
 - Relevant risk assessments (appendix A) 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. Groby Sings will provide clear instructions and information to ensure that singers volunteers and the Music Director are able to do their work in a healthy and safe manner.
 - Tasks performed by singers and volunteers and the Music Director to be risk assessed and appropriate instruction to be provided (e.g. preparing and serving hot drinks, erecting staging).
3. Groby Sings will engage and consult with singers, volunteers and the Music Director on health and safety conditions.
 - Singers, volunteers and the Music Director to be briefed on health and safety risk assessments for new venues/activities and updated on any changes in risk assessments for regular venues/activities.
 - Establish clear lines of communication for singers, volunteers and the Music Director to raise health and safety concerns.
4. Groby Sings will implement emergency procedures – evacuation in case of fire or any other significant incident.
 - Ensure at least one individual is responsible for knowing fire procedures for hired venues and for communicating them to those present.
 - Clear information and instructions to be given by one individual in case of emergency.
5. Groby Sings will maintain safe and healthy conditions, provide and maintain plant, equipment and machinery and ensure safe storage/use of substances.
 - Ensure satisfactory health and safety conditions at hired venues and for hired equipment.
 - Ensure that any equipment owned by Groby Sings will be stored safely.

6. All significant incidents will be recorded on the Groby Sings incident form (appendix B) investigated and where appropriate reported to the appropriate authorities.
 - Ensure incident form is completed and returned to Health and Safety Lead.
7. Groby Sings will ensure at least one individual is aware of First Aid procedures, kits and equipment at hired venues.
 - Where practical Groby Sings will recruit singers and volunteers with First Aid experience
 - Where appropriate (e.g. for larger events) Groby Sings will train singers or volunteers in First Aid or work with professional First Aid organisations.
8. Groby Sings takes the responsibility of protecting the hearing of singers, volunteers and the Music Director and audience seriously. We will:
 - Ensure there are open lines of communication for individuals to raise concerns about hearing
 - Take concerns seriously; the Management Team and the Music Director 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 concerts.



Appendix A

Risk Assessment

Event title, date, time _____	
Organisation responsible for event	
Description of event	

Who is affected? <input type="checkbox"/> /Volunteers and The Music Director Others: _____ <input type="checkbox"/> Public _____ <input type="checkbox"/> Contractors _____

Description of hazards / risk	Severity 1- 5	Likelihood 1 - 5	Risk Factor S x L =	Risk category before precautions have been taken
1. 2. 3. 4. cont.				

Recommended precautions in place
1. 2. 3. 4. cont.

Description of hazards / risk	Severity 1- 5	Likelihood 1 - 5	Risk Factor S x L =	Risk category after precautions have been taken
1. 2. 3. 4.				

cont.				
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Assessed by	Position	Signed	Date
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Likelihood:	Unlikely 1	Possible 2	Quite possible 3	Likely 4	Very likely 5
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Severity:	Negligible 1	Slight 2	Moderate 3	Severe 4	fatality or major 5
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Risk Category
Low 1 – 3
Normal/acceptable 4 – 10
High 11 – 18 improve if possible
Unacceptable 19 + further action required



Appendix B

Groby Sings. – Accident/Incident Report Form

Date of Accident/Incident	
Name of person(s) involved	
Leaders	
Location	
Description of Accident/Incident	
Action Taken	

In the event of any accident or incident during a Groby Sings activity please complete this form and send it to the Health and Safety Lead.