

## **LEEDS FESTIVAL CHORUS**

### **Health & Safety Policy**

Leeds Festival Chorus (LFC) 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, employees/contractors, volunteers and members of the public.
- This includes - but is not limited to - rehearsals, concerts and fundraising events.

LFC will seek to prevent accidents and cases of ill-health by managing health & safety at the events and activities it organises. It will engage and consult with members, employees/contractors and volunteers on health & safety matters and provide clear instructions and information to ensure that activities are undertaken in a healthy and safe manner.

Appropriate risk assessments of venues and activities will be undertaken and reviewed regularly. Risks and mitigations will be communicated to all those involved in the relevant activity and concerns raised by any participant in LFC activities will be addressed as appropriate.

### **Risk management in the context of Health & Safety**

Risk management is the process used to identify potential risk events or threats to the organisation and its members that might arise as a result of its activities. The likelihood of such events occurring and the consequent impacts are assessed and scored using a risk management matrix. Mitigating actions aimed at lowering organisational risks, or responding to risk events, are identified by the Executive Committee and documented with the objective of reducing potential harm to LFC, its members and its reputation.

The Executive Committee will conduct a risk assessment of specific aspects of LFC's activities, where appropriate. Examples include:

- Events involving the general public – event safety (including venue front and back of house), emergency procedures, food handling.
- Events involving members/ friends/ families – rehearsals, concerts, tours, travel arrangements, fundraising events, food handling, emergency procedures, manual handling of staging or other equipment, data protection.
- Safeguarding – assessing the situations where LFC comes into contact with children or vulnerable adults.

### **Responsibilities**

All members of LFC are responsible for conducting themselves in a safe manner and for observing their duty of care to ensure that their behaviours and actions at LFC events do not cause harm to themselves or others. Members are also encouraged to

bring to the attention of the Executive Committee's Health & Safety Lead, or their nominated deputy, any concerns regarding health & safety issues that have not been addressed elsewhere. Should there be any issues that occur in the absence of the Health & Safety Lead, or that the member might not wish to raise with that individual, they are welcome to address the matter with their nominated deputy or another committee member.

- Overall responsibility for health & safety lies with the LFC Executive Committee.
- Practical responsibility for health & safety at events and activities organised by LFC rests with the Executive Committee's Health & Safety Lead or their nominated deputy.

### **First Aid**

- The Executive Committee's Health & Safety Lead will ensure they are aware of First Aid procedures, kits and equipment at hired venues.
- The Executive Committee's Health & Safety Lead will liaise with the owners/managers of rehearsal and performance venues regarding the use of First Aid equipment by users of the venue.
- The Executive Committee's Health & Safety Lead will maintain an Accident Book for recording incidents and provide all members with access to it.

### **Emergency Procedures**

LFC will ensure that emergency evacuation procedures are communicated to participants and attendees at all its events and reviewed regularly, or as circumstances demand.

### **Sound safety**

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

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