

## Health and Safety Policy

### Health and Safety Officer

One member of the committee must be nominated to oversee health and safety after the choir's AGM.

### Rehearsals

All reasonable precautions must be taken to avoid problems with health and safety, keeping gangways clear, etc. The conductor's podium must be robust with a rail by the steps. The vestry door will remain unlocked, but bolted from the inside, throughout a Thursday rehearsal.

### Concerts

1. The total number of people present at events must not exceed 300 in St. Peter's Church and 200 in the Victoria Hall.
2. All the Church exit doors must be unlocked for concerts, with a steward on the main door, another on the Lady Chapel door and a third on the vestry door. In order to secure the vestry during the performance, the steward on that door will bolt the door when no-one is in the vestry and be on hand to unbolt it for anyone wishing to exit that way. If only two stewards are available, the tasks of one of the stewards must be delegated to a member of the choir. Stewards will be provided with badges so that audience members know who they are.
3. Stewards will be asked to ensure that all walkways are kept clear of trip hazards.
4. Information about the location of exits and toilets must be given at the start of each concert.
5. In the case of an emergency, the Chairman (or Chairman's representative) will take charge.
6. A first aider will be nominated, usually from the singers, to take charge and give advice if someone is injured. They must stay with the injured person until they can pass the responsibility onto someone else who, in their opinion, can take charge. All stewards and the first aider will be shown the location of the first aid box in the vestry; all stewards will be told who the first aider is. The steward on the door will be requested to have a mobile phone on hand in case there is a need to get medical help.
7. To minimise the risk of slips, trips or falls when choir members are walking between buildings after dark, lighting in the form of a torch or portable outdoor light will be used to illuminate the pathway between the Victoria Hall and the Lady Chapel.

### Staging

1. Before the staging is erected, the workers need to know to place it as far towards the Lady Chapel as possible to avoid a gap behind the second-row end chair on the front tier.
2. When the staging is used, care needs to be exercised over singers accessing one of the two tiers. For the rear pulpit side steps, there will be a pole as a handhold. For the rear side steps near to the Lady Chapel, there is a pillar very close to the steps, so no handrail is deemed necessary. For both steps on that side, the edge of the staging will be padded to avoid injury if someone stumbles. For the front step, an intermediate step will be placed and, for the concert itself, a steward will be tasked with helping singers on or off the staging.
3. Care needs to be taken not to have more than nine people in the two back rows on the upper staging and no more than eleven people in the front two rows, which are longer. Chairs must not be placed near to the staging edges and a check must be made before rehearsals and the concert to ensure that a sufficient distance is maintained throughout.

### **Moving equipment**

When moving chairs, piano, staging or any other furniture within the church, choir members should observe the following guidelines in order to minimise the risk of injury to themselves.

1. The Conductor's podium must be lifted by two people by the handles.
2. Only lift or handle loads which you can manage easily.
3. Do not bend and twist at the same time.
4. Keep a stable base – feet a shoulder's width apart.
5. Slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting), especially when beginning to lift.
6. Hold the heaviest part as close as possible to your body.
7. The load should not be jerked or snatched as this can make it harder to keep control.
8. (For moving piano or staging) Pushing is a strong force and is generally preferred over pulling as you use your leg muscles and keep your back strong.

This policy is subject to any additional policy adopted by the Committee to meet future challenges posed by Covid or other circumstances.

It will be reviewed before each AGM and any significant changes will be brought to the attention of the members before the AGM.

Revised 14th September 2023