The Havant Orchestras

Health and Safety

Overview :

The Havant and District Orchestral Society (HADOS) 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 lies with the Committee.
- Practical responsibility for health and safety at events and activities organised by HADOS sits with …….

Statements of general policy

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

Actions - 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. (See attached example.)

2. HADOS 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 - 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. HADOS will engage and consult with members, staff and volunteers on health and safety conditions.

Actions - 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. HADOS will implement emergency procedures – evacuation in case of fire or other significant incident.

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

5. HADOS will maintain safe and healthy conditions for the safe storage of equipment

Actions - . Ensure that any equipment owned by HADOS will be stored safely.

First Aid

- HADOS will ensure they are aware of First Aid procedures, kits and equipment at hired venues.
- Where practical HADOS will recruit members and volunteers with First Aid experience
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Sound safety

- HADOS 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 Music Leaders 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.