



Inspiring choral music since 1923

Salisbury Musical Society Health and Safety Policy

Introduction and scope

Salisbury Musical Society (SMS) 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 and potential members, staff (including freelance), volunteers and other visitors. However, the prime responsibility for the health and safety of audience members lies with the venue, for example Salisbury Cathedral.
- This includes but is not limited to: rehearsals, performances and social events.

Responsibilities

- Overall responsibility for health and safety sits with the SMS Committee.
- Practical responsibility for health and safety at events and activities organised by SMS sits with **Clare Tawney, Society Secretary** (for rehearsals), and **John Reed, Concert Manager** (for concerts).

Statements of general policy

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

Actions to be taken: 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.

2. SMS 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 to be taken: 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. SMS will engage and consult with members, staff and volunteers on health and safety conditions.

Actions to be taken: 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. SMS will implement emergency procedures – evacuation in case of fire or other significant incident.

Actions to be taken: ensure at least one individual is responsible for knowing fire procedures for hired venues and for communicating them to those present. Carry out fire drill exercise annually during summer season.

First Aid

- SMS will ensure they are aware of First Aid procedures, kits and equipment at hired venues.
- Where practical SMS will recruit members and volunteers with First Aid experience
- Where appropriate (e.g. for larger events) SMS will work with professional First Aid organisations.

Drafted by: Clare Tawney
Society Secretary
7 November 2024

Adopted by SMS

Date: 7 November 2024