

Kantos Health & Safety policy

Statement of intent

It is the policy of the Board of Trustees to promote the highest standards of health and safety at work, which will ensure, so far as is reasonably practicable, the health, safety and welfare at work of all our artists, employees, volunteers plus any other people who are directly affected by our activities, such as members of the public at our events.

Responsibility

Overall and final responsibility for the consideration of health and safety at all events and activities organised by Kantos Chamber Choir lies with the management team. This responsibility will be delegated to a named person for each event or activity (usually the Managing Director). This person will be responsible for ensuring that this policy is agreed by external contractors and venues and that health and safety procedures are communicated with individuals directly involved in or affected by our activities.

For our trustee committee meetings, the responsible person is the meeting Chair.

For all other events, the responsible person will be named in advance and their name will be noted on all relevant risk assessments. All individuals involved with the event will be made aware of who is responsible for health and safety and their own responsibilities with regard to health and safety.

Whenever possible, the management team will identify the person who is responsible for assessing risk and well-being of participants, with special attention to those with different abilities.

General arrangements

The main activity of Kantos Chamber Choir is to perform concerts for the general public. All necessary risk assessments will be carried out before every one off event. We will first utilise the health and safety and risk assessment in place for the venue. Should any further risk assessments be required they will be created to address need and will be reviewed at least once a year. This will include assessing risk as it relates to all aspects of the event including equipment, venue, performing artists, staff and attendees. Appropriate precautions will be taken to minimise hazards at all events and activities.

Kantos Chamber Choir may also engage in school workshops and recordings. The same procedures apply: we will first utilise the health and safety and risk assessment in place for the venue. Should any further risk assessments be required they will be created to address need.

Health and safety information and risk assessments will be held in one central file, this will contain an index of risk assessments, their function and their due date for review.

We will make sure all choir members at events and activities are aware of the location of fire exits and emergency information. All choir members will be made aware of the precautions they need to take as noted on the relevant risk assessment.

Kantos Chamber Choir will hold Public Liability Insurance.

Review

A confidential record will be kept of any health and safety incidents, and this Policy will be reviewed annually, at our AGM, in the light of that record. If any have occurred, the nature of the incident and outcomes will be reviewed by the whole board, without disclosing confidential information. The whole Board of Trustees will make recommendations for changes to safeguarding procedures, including this policy in the light of any incidents. These may be made without waiting for the annual review.

Date 17/01/23

Signed:

Chair of Trustees: Andrew Kyle

Managing Director: Claire Shercliff