



WATFORD PHILHARMONIC SOCIETY HEALTH & SAFETY POLICY

Overview

Watford Philharmonic Society is a registered charity (No 272393) whose mission is to promote the art of music by the study and public performance of choral and orchestral works of the highest quality.

We are committed to providing a healthy and safe environment for all those involved in the activities we organise. These include but are not limited to members; professional staff (including freelance); soloists; volunteers and members of the public. Activities include but are not limited to rehearsals; workshops; performances and social events.

When our activities take place at hired facilities managed by others, we aim to maintain appropriate control of the health & safety risks arising from our presence as well as seeking confirmation that adequate guidelines are in place at the venue, familiarising ourselves with them and their implications.

Responsibility

Overall responsibility for health and safety rests with the management committee, all of whom are trustees of the Society.

Practical responsibility for health and safety at events and activities organised by the Society rests with the Concert Manager, Rehearsals Manager or Workshops Manager as applicable or with the organisers of occasional social activities.

Specifically

1. We will seek to *prevent accidents and cases of ill-health* by monitoring provision for health and safety matters at events and activities we organise.

Action

- Carry out relevant risk assessments for our events and activities and where regular venues are used, reviewing them on an annual basis.

2. We will *provide clear instructions and information* to ensure that our members, professionals, soloists and volunteers are able to carry out activities in a safe and healthy manner.

Action

- Assess specific activities and provide appropriate instruction (eg. erecting staging; moving heavy furniture; testing and safe handling of electrical equipment).

3. We will *engage with and consult* members, staff and volunteers on health and safety matters.

Action

- Brief all members, staff and volunteers on issues arising from health and safety risk assessments, updating them on any changes.
- Establish clear lines of communication for members, staff and volunteers to raise health and safety concerns.

4. We will *implement emergency procedures* – evacuation in case of fire or other significant incident.

Action

- Ensure that at least one named individual is responsible for knowing fire procedures and other evacuation measures in place for hired venues and for communicating them to those present.

5. We will ensure that relevant personnel are aware of *First Aid procedures*, including availability and location of kits and equipment at hired venues.

Action

- Identify members and others with First Aid experience, wherever possible ensuring that at least one of them is present whenever group activities are taking place.

6. We take seriously the responsibility of *protecting the hearing* of members, staff, soloists, volunteers and members of the public attending or concerts.

Action

- Ensure that there are open lines of communication for individuals to raise concerns.
- The Concert Manager or Rehearsals Manager and the Director of Music will work with affected individuals to find ways to minimise risk.
- We will consider the protection of our audience’s hearing when designing stage and seating layout for concerts.

Review

This Policy will be **reviewed annually** by the Society’s management committee and adjustments made in accordance with changes in legislation or recommendations. Members of the Society will be advised of any such changes.

Policy originated:	Next review:	Signed off by:
July 2023	July 2024	
	July 2025	

NOTE

This Policy Statement is based on a template provided by Making Music (the National Federation of Music Societies) of which Watford Philharmonic Society is a member, and from whom risk assessment templates for rehearsals and performances are also available www.makingmusic.org.uk