



The Northern Lights Community Choir

Health and Safety and Manual Handling Policy

Introduction and scope

NLCC 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, trustees, individuals engaged to provide a service, volunteers and members of the public.

This includes but is not limited to; rehearsals, performances and fundraising events.

Responsibilities

Trustees shall be responsible for ensuring that Health and Safety policy is implemented and that events organised by NLCC comply to the policy.

Statements of general policy

1. NLCC will seek to prevent accidents and cases of ill-health by managing the 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. NLCC will provide clear instructions and information on 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 on to be provided (e.g. preparing and serving hot drinks, moving chairs etc).

3. NLCC will engage and consult with members, staff and volunteers on health and safety conditions.

Actions to be taken:

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.

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.

4. NLCC 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.

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

Actions to be taken: ensure satisfactory health and safety conditions at hired venues and for hired equipment.

Ensure that any equipment owned by NLCC will be stored safely.

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

Where appropriate (e.g. for larger events) NLCC will train members or volunteers in First Aid or work with professional First Aid organisations.

We will maintain a register which contains emergency contact details for each member of the choir in line with GDPR requirements. This register will be accessible at all NLCC activities.

Sound safety

NLCC takes the responsibility of protecting the hearing of members, staff, volunteers and audience members seriously.

NLCC will:

Ensure there are open lines of communication for individuals to raise concerns about hearing

Take concerns seriously; the trustees and Choir Director 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.

Manual Handling

The Choir Trustees will ensure that all activities are risk assessed to minimise risks to choir participants and the public.

More than a third of all over-three-day injuries reported each year to the HSE are caused by manual handling. The Management of Health and Safety at Work Regulations & Manual Handling Regulations, require us as an organisation to reduce the hazards to health associated with the manual handling of loads.

Manual handling is the transporting or supporting of an animate or inanimate load, including lifting, lowering, pushing, pulling, holding, carrying, throwing and moving by the application of bodily force to that load.

The aim of our manual handling procedure is to ensure, so far as is reasonably practicable, the health, safety and welfare of employees, volunteers and members in relation to manual handling activities. NLCC will put in place measures to protect its members and volunteers from the risks of Manual Handling.

This will include all members being issued with a hard copy of electronic copy of the HSE's latest guidance on safe manual handling.

In addition we will implement addition measures which will include:

- Avoiding the need for hazardous manual handling operations.
- Assessing the risk of injury from manual handling.
- Reducing the risk from manual handling as far as is reasonably practicable.

NLCC's Responsibilities:

- Identify whether formal manual handling assessment is required.

- Ensure that manual handling risk assessments have been undertaken where required.
 - Implement manual handling control measures where appropriate.
 - Ensure that affected volunteers and members are suitably trained and informed.
- Volunteer, Employee and Member Responsibilities:

- Follow all systems of work laid down for their safety.
- Make full and proper use of equipment provided for their safety.
- Report any defects in systems, practices or equipment.
- Attend training when required to do so.
- Take reasonable care of their own health and safety and that of others.
- Inform the Chair when they believe that there is a risk of injury.

Non Compliance

All have a role to play in enforcing the policy and are required to deal with any observed or reported breaches. Should Volunteers, Members or employees feel apprehensive about their own safety in regard to addressing any breach, they should seek support from the Management Group. Failure to comply with this policy may lead to a lack of clarity over their role, learning needs or expected standards resulting in reduced effectiveness or efficiency, and putting service delivery at risk.

Any member of Volunteer or member refusing to observe the policy will be liable to and investigation and may result in dismissal.

Implementation of manual handling procedures

Overall responsibility for implementation and review rests with the Trustees. However, all employees are required to adhere to and support the implementation of the policy. NLCC will inform all existing Volunteers, Members and Employees about this policy and their role in the implementation of the policy.

Manual handling procedures will be monitored on an on-going basis, this is essential in order to assess how effective NLCC has been.