

Cappella Novocastriensis (working name Cappella Newcastle) - "Cappella"

Registered Charity Number 514163

HEALTH AND SAFETY POLICY

Introduction and scope

Cappella is committed to providing a healthy and safe environment for all those involved in the musical activities it organises.

- This includes but is not limited to: choir members, employees and contractors including soloists and musicians, volunteers and members of the public.
- This includes but is not limited to: rehearsals, workshops, concerts and fundraising events.

Responsibilities

- Overall responsibility for health and safety sits with the Cappella Committee.
- Practical responsibility for health and safety at events and activities organised by Cappella sits with Harriet Mitchison, Health and Safety Officer.

Statements of general policy:

1. Cappella will seek to prevent accidents and cases of ill-health by managing health and safety at the 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. Cappella 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. Cappella 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.

4. Cappella will implement emergency procedures when necessary – e.g. 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. Cappella will ensure that all equipment, whether or owned or hired, is safe to use

Actions to be taken: ensure safe storage and maintenance of equipment owned by Cappella; take reasonable steps to ensure that any equipment used by Cappella but belonging to third parties, including hired venues, is safe to use.

First Aid

Cappella Novocastriensis will ensure that it is aware of First Aid procedures, kits and equipment at hired venues.

Date of policy: November 2022

Date for review November 2023