



TPC Health and Safety Policy

Introduction and scope

Thames Philharmonic Choir (TPC) is a registered charity whose objective is the study and practice of choral music in order to foster the public knowledge and appreciation of such music by means of public performance.

TPC 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: TPC members, the Director of Music, Rehearsal accompanist, volunteers, soloists, musicians and members of the public;
- This includes, but is not limited to: rehearsals, performances, workshops, social and fundraising events.

Responsibilities

- Overall responsibility for health and safety sits with the TPC Committee.
- Practical responsibility for health and safety at events and activities organised by TPC sits
 - Jointly with the Rehearsal Manager and Health & Safety Officer at rehearsals;
 - Jointly with the Health and Safety Officer (or their stand-in) and Concert manager/ Southwark services; organiser / Cathedral residency organiser at concerts or Cathedral services;
 - The designated event organiser(s) at workshops, fundraising and social events.
- All TPC members have a duty to ensure that they conduct themselves in a safe manner, and that their acts or omissions do not cause harm to themselves or others.

Statements of general policy

1. TPC 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: 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. TPC 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 provided (e.g. preparing and serving hot drinks, erecting staging).

3. TPC 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. TPC 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. TPC will maintain safe and healthy conditions for the safe storage, use, handling and transportation 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 TPC will be stored and transported safely.

First Aid

- TPC will ensure there is at least one choir member responsible for First Aid at each hired venue, who is aware of First Aid procedures, kits and equipment there.
- Where appropriate (e.g. for larger events) TPC will train members or volunteers in First Aid or work with professional First Aid organisations.

Sound safety

TPC takes the responsibility of protecting the hearing of members, staff, volunteers and audience members seriously. We will:

- Ensure there are open lines of communication for individuals to raise concerns about hearing;
- Take concerns seriously; the Committee and Music Leaders 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.

Management

- TPC will appoint one choir member to be responsible for First Aid and Health and Safety at rehearsals and concerts;
- TPC will log all accidents/ near misses so that patterns can be identified;
- TPC will review and update this policy annually and ensure the most recent version is published on the TPC website.

Last update Nov 2024