



## Health & safety information for members

This leaflet will tell you key points about health and safety at rehearsals and concerts.

### Avoiding slips, trips and falls

Slips trips and falls are the most common cause of injury.

- Ensure you leave your bags in a place where choir members will not trip over them
- If you spill your tea/coffee in the break tell Pauline or the drinks maker, so that spillages can be cleared up promptly
- If it is raining wipe your feet on the mat in the entrance before proceeding



**Clean up  
spillages**

### Lifting and handling

At the end of the rehearsal please put your own chair away at the end of the hall. If you arrive early for a rehearsal you can help set out the chairs

Do not lift more chairs that you find comfortable.

If you are not able to lift a chair please ask another choir member to do this task for you.



### Using the lift at the Hartley Hall

There is a lift at the Hartley Hall that goes from the ground floor to the lower ground floor where the main hall is.

You should use the lift only:

- If you are unable or would have difficulty using the stairs

- You are transporting heavy or awkward loads e.g. boxes of choir music scores, trolley with the tea and coffee

The two lift doors close on their own so do not try to pull them shut. They will not close if you stand too close to them.

If the doors do not open immediately when you arrive at the desired level, be patient they open given time.

Always have a phone with you when using the lift so that you can phone to ask for help if necessary. The telephone numbers of the caretakers are in the lift.

Do not use the lift if you are the only person in the building.

### Concerts

Concerts are usually performed in St Michael's Church, and staging and lighting will be set up for the performance.

If you assist in the set up and take down of the staging, or moving the church chairs ensure that you only lift and handle equipment that is within your capability. If you are not sure if you are able to lift an item, do not lift it and get help.

If you have a disability or health problem that means that it would be difficult for you to stand on staging please let your

Voice representative and the Concert Manager know, so that you can be placed appropriately.

When walking around the church in the pre-concert rehearsal and in the concert please take care of any taped down wires on the floor.

If an orchestra is playing at the concert, always walk around the orchestra area, rather than through it, so that you do not trip over an instrument or music stand, and also do not accidentally damage yourself or an instrument.

### **Produce stall at concerts**

If you cook for the LPAC concert produce stall please observe good kitchen hygiene, and safe packaging. Please do not use fresh cream in your cake, there is no refrigeration available. If nuts are included in your cakes please label 'contains nuts'.

### **Risk assessment**

London Pro Arte Choir has assessed the risks of rehearsals and concerts, considered what might go wrong and decided on suitable control measures to prevent damage or injury. This process is called Risk assessment and this process identifies sensible measures to control risks.

If you have any concerns that an activity is not safe or there is an improvement that could be made in the systems to make it safer please let the Concert Manager know.

### **Your health when singing**

If you have any special needs in relation to your health that could affect your ability to participate in LPAC please discuss this with the Membership secretary. LPAC will try to support you.

### **First Aid boxes**



There are three first aid boxes in the Hartley Hall in case of an accident to choir members or the public. They are located:

- In the main hall, at the back of the stage
- In the kitchen in the cupboard
- In the entrance hall , in the cupboard

Inform a committee member about accidents where first aid is needed so that a decision can be made about the need to call an ambulance, or contact a relative or friend.

### **Fire and evacuation in event of fire**



If you discover a fire:

- Sound the fire alarm
- Report to the Concert manager Keith Ellen to give the details
- The Concert manager is the Fire coordinator
- You may be asked to assist an individual to leave the building
- DO NOT USE THE LIFT
- The assembly point is in front of the gates of St Michael's Church on Flower Lane

There are 4 fire exits from the main hall at the Hartley Hall and the routes to these doors must be kept clear at all times.

Emergency lighting is in place in the Hartley Hall.

There are fire extinguishers in the hall. Fire-fighting equipment should **only** be used if you have received training.