London
Pro Arte Choir

Health and safety policy	This is the statement of general policy and arrangements	Date: February 2022	Review: February 2024
The London Pro Arte Choir committee	has overall and final responsibility for health and safety		
LPAC Concert Manager: Keith Ellen	has practical responsibility for health and safety at events and activities organised by LPAC		
Scope of this policy	To provide a healthy and safe environment for all those involved in the musical activities LPAC organises for members, music professionals, volunteers and members of the public at rehearsals, concerts and fundraising events.		

Statement of general policy	Responsibility of:	Action/Arrangements
LPAC will seek to prevent accidents and cases of ill-health by managing the health and safety at events and activities it organises	Keith Ellen	See Risk Assessments for rehearsals and concerts Review Risk assessments annually. Additional risk assessment for specific major hazards as needed e.g. COVID-19 pandemic.
LPAC will provide clear instructions and information to ensure that members, music professionals and volunteers are competent to do their work in a healthy and safe manner	Keith Ellen	Tasks performed by members, music professionals and volunteers to be risk assessed and appropriate instruction to be provided e.g. erecting of staging
LPAC will engage and consult with members, music professionals and volunteers on health and safety conditions	Keith Ellen	Members, music professionals 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, and for any additional risk assessments performed for specific major hazards. Establish clear lines of communication for members, music professionals and volunteers to raise health and safety concerns.
LPAC will implement emergency procedures – evacuation in case of fire or other significant incident	Keith Ellen	Know fire procedures for hired venues and communicate them to those present.
Maintain safe and healthy conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/ use of substances	Keith Ellen	Ensure satisfactory health and safety conditions at hired venues and for hired equipment. Ensure that any equipment owned by LPAC will be stored safely.
LPAC will ensure they are aware of First Aid procedures, kits and equipment at hired venues	Keith Ellen	Where appropriate (e.g. for larger events) LPAC will train members or volunteers in First Aid or work with professional First Aid organisations
LPAC takes the responsibility of protecting the hearing of members, music professionals, volunteers and audience members seriously	Keith Ellen, Tom Winpenny	Ensure there are open lines of communication for individuals to raise concerns about their hearing. Take concerns seriously and 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 concerts