



# BIRMINGHAM FESTIVAL CHORAL SOCIETY

First Concert 1845

[www.bfcs.org.uk](http://www.bfcs.org.uk)

**President:**  
THE LORD MAYOR OF  
BIRMINGHAM

**Patrons:**  
DAVID LAWRENCE  
ELIS PEHKONEN

**Music Director:**  
DAVID WYNNE

Registered Charity No. 510847

---

## HEALTH AND SAFETY POLICY

### Introduction and scope

Birmingham Festival Choral Society (BFCS) is committed to providing a healthy and safe environment for all those involved in the musical activities it organises.

1. This includes but is not limited to: members, professional musicians (including freelance), volunteers and members of the public.
2. This includes but is not limited to: rehearsals, concerts and fundraising events.

### Responsibilities

1. Overall responsibility for health and safety sits with the BFCS Committee.
2. All venues, used for any purpose, should be checked to ensure that they have their own Health and Safety Policy. This should be the responsibility of the person booking the venue
3. Practical responsibility for health and safety at BFCS events is as follows:
  - i. At the regular rehearsal venue - the Rehearsal Manager. In the absence of the Rehearsal Manager, the Stage Manager should take responsibility. If both are absent another Committee member must be designated to take responsibility.
  - ii. At concerts and workshops - the Concert Manager. In the absence of the Concert Manager, the Stage Manager should take responsibility. If both are absent another Committee member must be designated to take responsibility.
  - iii. On tour and at residential weekends - a member of the Tour Committee, designated by the tour committee.
  - iv. At social events - a member of the organising team, designated by that team, should take responsibility

### Statements of general policy

1. BFCS will seek to prevent accidents 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. BFCS will provide clear instructions and information to ensure that members, professional musicians and volunteers are competent to do their work in a healthy and safe manner.

Actions to be taken: tasks performed by members, professional musicians and volunteers to be risk assessed and appropriate instruction to be provided (e.g. preparing and serving hot drinks, erecting staging).

3. BFCS will engage and consult with members, professional musicians and volunteers on health and safety conditions.

Actions to be taken: members, professional musicians 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, professional musicians and volunteers to raise health and safety concerns.

4. BFCS 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. This would normally fall within the remit of the person responsible for the venue and communicated to the concert manager/stage manager/rehearsal manager for dissemination. It is good practice for the audience to be informed about emergency exits before the start of the performance. This should be done by the front of house manager.

5. BFCS will maintain safe and healthy conditions, provide and maintain such equipment, e.g. keyboard, podium, as may be required from time to time, and ensure its safe use and storage.

Actions to be taken: ensure satisfactory health and safety conditions at hired venues and for hired equipment. Ensure that any equipment owned by BFCS will be stored safely.

### **Lone Working**

Moving of any equipment, e.g. piano, chairs, tables, podium, at rehearsal and concert venues and in other places that BFCS may use from time to time, and including workshops and tours, must not be undertaken unless there are a minimum of two able-bodied people present.

### **Official site visits to possible venues**

Ideally the concert manager and one other committee/choir member, along with a professional musician if they so wish, should make a formal, prearranged visit to a possible venue (both new and venues used before) together. These visits should take place with a member from the proposed venue present so that any Health and Safety concerns can be discussed. This does not preclude the concert manager, stage manager or other committee member visiting a likely venue to take an initial look around in order to gain an idea as to its suitability before recommending organising an official visit.

### **First Aid**

1. BFCS will ensure it is aware of First Aid procedures, kits and equipment at hired venues.
2. BFCS will maintain a log of members and volunteers with First Aid experience who might be called on if required.
3. Where appropriate (e.g. for larger events) BFCS will train members or volunteers in First Aid or work with professional First Aid organisations.

### **Sound safety**

BFCS takes the responsibility of protecting the hearing of members, professional musicians, volunteers and audience members seriously. The society will:

1. Ensure there are open lines of communication for individuals to raise concerns about hearing
2. Take concerns seriously; the Committee and Music Director will work with those individuals to find ways to minimise risk.
3. Take into account the protection of audience hearing when designing stage and audience layout for concerts.