



BIRMINGHAM FESTIVAL CHORAL SOCIETY

First Concert 1845

www.bfcs.org.uk

President:
THE LORD MAYOR OF
BIRMINGHAM

Patrons:
DAVID LAWRENCE
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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, training, social and fundraising events.

Responsibilities

1. All members of BFCS, visitors and professional musicians must take reasonable responsibility for their own health and safety
2. All members of BFCS, visitors and professional musicians must comply with any health & safety rules and instructions issued by the venue or by BFCS
3. All members, visitors and professional musicians should report any health & safety concerns to the person with designated health & safety responsibility at any venue or, failing that, to a committee member (see 6. Below)
4. Overall responsibility for health & safety sits with the BFCS Committee
5. All venues, used for any purpose, should be checked to ensure that they have their own Health & Safety Policy. This should be the responsibility of the person booking the venue
6. Designated responsibility for health and safety at BFCS events is as follows:
 - i. At the regular rehearsal / local workshop venues - the Rehearsal Manager. In the absence of the Rehearsal Manager, the Stage Manager should take responsibility. If both are absent a committee member must be designated to take responsibility.
 - ii. At concerts - the Concert Manager. On the day of the concert (s)he will delegate this responsibility to the Stage Manager. If both are absent a(nother) 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 health and safety at the events and activities it organises.

Actions to be taken: relevant risk assessments to be completed for events and activities by the person designated under **Responsibilities: 6. i / ii / iii / iv**. Where regular venues are used the risk assessment will be reviewed on an annual basis or, more regularly, if required.

2. BFCS will provide clear instructions and information to ensure that members, professional musicians, volunteers and members of the public are able to participate in a healthy and safe manner.

Actions to be taken: tasks performed by members, professional musicians, volunteers and members of the public to be risk assessed and appropriate instruction to be provided (e.g. preparing and serving hot drinks, erecting staging). See above - **Responsibilities: 6. i / ii / iii / iv**.

3. BFCS will implement, at every venue it uses, emergency evacuation procedures in case of fire or other significant incident.

Actions to be taken:

- i. At concert venues, the Concert Manager / Stage Manager will know the evacuation procedures and communicate them to those present. It is good practice for the audience to be informed about emergency exits before the start of a performance. This should be done by the front of house manager.
 - ii. At the regular rehearsal venue the Rehearsal Manager will remind everyone of the evacuation procedures every term, or more frequently, as required
 - iii. At all other venues the person with designated health & safety responsibility [see 6. i / ii / iii / iv above] will know the evacuation procedures and communicate them to those present.
4. BFCS will provide and maintain such equipment (e.g. electric keyboard, podium, music stands, display boards, catering utensils and crockery) as may be required from time to time, and ensure its safe use and storage

Actions to be taken: ensure the Committee assigns responsibility for such equipment, hired or owned, to the relevant BFCS member. All electrical equipment will be PAT tested in line with current regulations.

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

For concert venues, 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 an official visit.

For all other venues the person with designated health & safety responsibility at the venue [see 6. i / ii / iii / iv above] will carry out a similar visit whenever possible

First Aid

1. BFCS will ensure the person who undertook the venue risk assessment [cf. **Responsibilities:** 6. i / ii / iii / iv] is also aware of First Aid procedures and the whereabouts of First Aid kits and equipment at that hired venue. This includes the regular rehearsal venue.
2. The appropriate member of BFCS [cf. **Responsibilities:** 6. i. / ii / iii / iv] will, in the event of a medical emergency at a rehearsal, training session, social event, tour or concert, contact the relevant emergency services as soon as possible, await their arrival and inform those in charge of the venue of the situation.

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.

Epidemic / Pandemic

In the event of a local or national outbreak of a notifiable disease, BFCS will follow the guidance provided by Public Health England, the NHS and the government, as appropriate.

Revised and Re-adopted by the Trustees 25 January 2022.