THE MIDLANDS AFRICAN CHOIR

Health & Safety Policy

VERSION
1.0

ADOPTED
2026

REVIEW DATE
Annually

LEGAL BASIS
Health & Safety at Work Act 1974

1. Policy Statement

The Midlands African Choir is committed to providing a safe and healthy environment for all choir members, volunteers, visitors and members of the public who attend our rehearsals, performances and events. We will take all reasonably practicable steps to ensure that our activities do not put people at risk of harm.

Although as a small voluntary organisation we are not legally required to have a written health and safety policy, we adopt this policy voluntarily as a mark of our commitment to good practice and as a requirement of many grant funders.

2. Responsibilities

Executive Committee

The Executive Committee has overall responsibility for health and safety across all choir activities. The Committee will ensure that this policy is implemented, reviewed annually, and communicated to all members and volunteers.

Health and Safety Lead

The Chair or a nominated committee member will act as the Health and Safety Lead, responsible for conducting risk assessments, maintaining records, and responding to incidents.

> **Health and Safety Lead:** Tasoh Solange | Contact: themidlandsafricanchoir@gmail.com

All members and volunteers

Every member and volunteer has a responsibility to take reasonable care of their own health and safety and that of others, and to report any hazards, near-misses or incidents to the Health and Safety Lead promptly.

3. Risk Assessment

We will carry out a written risk assessment before each new activity, venue or event type. Risk assessments will identify potential hazards, assess the level of risk, and set out the controls we will put in place to manage that risk. Risk assessments will be reviewed whenever there is a significant change in activity or venue, and at least annually.

Key areas covered by our risk assessments include:

- Rehearsal venues — fire exits, trip hazards, accessibility, capacity
- Concert and event venues — crowd management, stage safety, electrical equipment
- Use and storage of musical equipment, including electrical items
- Manual handling — moving instruments, chairs and equipment
- First aid provision at rehearsals and events
- Lone working by volunteers or committee members

4. Fire Safety

At all rehearsal and event venues, we will ensure that:

- We are familiar with the venue's fire evacuation procedure before each session or event
- Fire exits are clearly identified and kept unobstructed at all times
- All members and volunteers know the location of the nearest fire exit and assembly point
- A register or attendance list is maintained at events to enable a roll call in the event of evacuation

5. First Aid

We will ensure that at least one person with a current first aid qualification is present at all public-facing events where possible. A basic first aid kit will be available at rehearsals and events. The location of the nearest defibrillator (AED) at each venue will be identified in advance where possible.

> **In the event of a medical emergency, call 999 immediately. Do not delay emergency response to follow internal procedures.**

6. Electrical Equipment

All electrical equipment owned by the choir — including PA systems, microphones, keyboards and associated cables — will be visually inspected for damage before each use. Any item showing signs of damage will be taken out of use immediately and not used until inspected and confirmed safe. We will arrange PAT (Portable Appliance Testing) for our equipment in line with best practice guidance.

7. Reporting Incidents and Near Misses

Any accident, injury, near miss or dangerous occurrence that happens during choir activities must be reported to the Health and Safety Lead as soon as possible and

recorded in the choir's incident log. This includes minor incidents as well as serious ones. Records will be kept confidentially and used to improve our health and safety practices.

Where an incident meets the threshold for reporting under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013), the Health and Safety Lead will make the appropriate report to the Health and Safety Executive.

8. Lone Working

Where committee members or volunteers are required to work alone in connection with choir activities (e.g. setting up a venue), they will inform another committee member of their location and expected return time. We will take reasonable steps to minimise the need for lone working.

9. Policy Review

This policy will be reviewed annually by the Executive Committee, or sooner following any significant incident or change in activities. All members and volunteers will be informed of any material updates.

Signed: Cecilia LN (Chair, Executive Committee)

Date adopted: 02/06/2026