



HEALTH AND SAFETY POLICY

1. Statement of Intent

Bracknell Choral Society (BCS) is committed to providing a safe and healthy environment for everyone involved in its activities. This applies to members, volunteers, performers, venue staff, contractors and the public, and covers all rehearsals, concerts, tours, workshops, and social or fundraising events.

2. Responsibilities

Trustees and Committee

Overall responsibility for health and safety rests with the BCS Trustees and Committee.

Concert Manager / Health & Safety Advisor

Day-to-day responsibility for health and safety at BCS activities rests with the **Concert Manager**, who also acts as the **Health & Safety Advisor**. This role includes assessing risks, supporting member wellbeing (including those with different abilities), and communicating necessary safety information.

Event Organisers

Event organisers are responsible for assessing risks to members and the public for their events and ensuring an **Event Plan and Risk Assessment (EPRA)** is prepared for that event, checking it with the **Concert Manager** before finalising it.

Members

All BCS members must: - Co-operate on health and safety matters - Take reasonable care of their own safety and that of others - Report significant concerns to the Concert Manager

3. Arrangements

3.1 Information for Members

Members will receive relevant practical information before each event, such as parking, dress code, facilities, seating layout and venue-specific instructions.

3.2 Event Plan and Risk Assessment (EPRA)

Health and safety for events is managed through an **Event Plan and Risk Assessment (EPRA)**, prepared by the event organiser and shared with the venue.

The EPRA will be published on the members' pages of the BCS website and may be supported by additional risk assessments where required (e.g. Covid-related).

The EPRA will normally cover: - Event background and use of the premises - Venue layout, access, exits and facilities - Event setup, delivery and clear-up - Identification and control of key hazards - Terrorism risk considerations under the Terrorism (Protection of Premises) Act 2005 ("Martyn's Law"), due to be enacted in 2027 - Allocation of responsibilities, including Part Stewards and the Concert Manager

BCS holds appropriate **Public Liability Insurance**.

3.3 First Aid

An **Appointed Person** will be present at all BCS activities. This person will: - Know the location of first aid equipment and defibrillators - Know relevant emergency contact numbers - Take charge in the event of an incident

Wherever possible, at least one **trained First Aider** will be present, particularly at concerts.

4. Dealing with Health and Safety Incidents

If a Health and Safety incident occurs at any BCS event, it will be discussed at the next Committee meeting to identify any lessons learned and to mitigate the related risk in future.

5. Review

This policy will be reviewed every **two years** by the BCS Trustees and Committee.

Risk assessments will be reviewed before each event, following any significant changes, and at least annually for regular venues.