



Health and Safety policy

Introduction and scope

The Trinity Singers committee (“**Trinity Singers**”) is committed to providing a healthy and safe environment for all those involved in the musical activities it organises. The committee includes the role of a Health and Safety Representative. All members of the choir must take responsibility for ensuring their own safety and the safety of others.

- This includes but is not limited to; members, those paid by Trinity Singers for their services (i.e. MD, soloists, instrumentalists etc), volunteers and members of the public.
- Activities include but are not limited to; rehearsals, concerts and fundraising events.

Objectives

Trinity Singers has the following health, safety and wellbeing objectives:

- To maintain standards of health, safety and welfare for the choir that comply with requirements of the Health and Safety at Work Act 1974 and all other relevant statutory provision and code of practice.
- To see that we hire safe and healthy working environments and provide and maintain equipment and procedures for the choir, and such information, training and supervision as they need for this purpose.
- To promote a positive ‘quality and safety culture’ that directly links the provision of quality performances to health, safety and wellbeing as an objective and responsibility shared by all.

In the pursuit of these objectives the choir expects all its members, supporters and volunteers to cooperate with and give their support of the maintenance of safe and healthy conditions in which to perform.

Responsibilities

All members of the choir have a duty to ensure that they conduct themselves in a safe manner and that their acts (or omissions) do not cause harm to themselves or other choir members, visitors and audience members. Choir members will be encouraged to advise the Choir Committee & Trustees of any health and safety concerns.

Overall responsibility for health and safety sits with the Trinity Singers Committee.

Practical responsibility for health and safety at Trinity Singers events and activities sits with the designated Health and Safety Officer – details can be found on the Trinity Singers website www.trinitysingers.co.uk

Statements of general policy

1. **Trinity Singers** will seek to prevent accidents and cases of ill-health by proactively managing 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. **Trinity Singers** will provide clear instructions and information to see that members, staff and volunteers are competent to undertake their activities in a healthy and safe manner.

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

3. **Trinity Singers** will engage and consult with members, staff and volunteers on health and safety conditions.

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

4. **Trinity Singers** will implement emergency procedures – evacuation in case of fire or other significant incident.

Actions to be taken: ensure at least one individual present at a venue is responsible for knowing fire procedures for hired venues and for communicating them to those present.

5. **Trinity Singers** will maintain safe and healthy conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.

Actions to be taken: ensure satisfactory health and safety conditions at hired venues and for hired equipment. Ensure that any equipment owned by **Trinity Singers** will be stored safely. Ensure any electrical equipment is regularly PAT tested and repaired or replaced if it fails.

First Aid

- The **Trinity Singers** Health and Safety Rep/wider committee will ensure they are aware of First Aid procedures, kits and equipment at hired venues. Where practical the **Trinity Singers** committee will recruit members and sub-committee volunteers with First Aid experience
- Where appropriate (e.g. for larger events) the Health and Safety Rep or an appropriately trained individual (e.g. St John's Ambulance) will train members or volunteers in First Aid or work with professional First Aid organisations.

Sound safety

Trinity Singers takes the responsibility of protecting the hearing of members, staff, volunteers and audience members seriously. We will:

- Ensure individuals feel free to raise concerns about potential hearing issues caused by loud music
- Take concerns seriously; the Committee and Music Director will work with the individuals to find ways to any minimise any associated risk.
- Consider the protection of an audience's hearing when designing stage and audience layout for concerts.

Rehearsals and pre-concert activities

Trinity Singers will ensure that appropriate breaks and rests are taken on concert days during pre-rehearsals to ensure that those taking part can fully enjoy and partake in the concert event and that their voices and stamina are preserved.

Trinity Singers will provide a responsible and appropriate environment in which to rehearse, both for general rehearsals and prior to performances. Where possible, members and any musicians or other participants will be seated, only standing when specifically required to by the Musical Director. Rehearsals will be broken up with breaks to allow people to move around, take drinks or food as needed, and provide an opportunity for a comfort break.

Policy Review - The policy and procedures will be reviewed annually at the committee meeting immediately before the AGM.

Adopted by the committee on 5 May, 2026

Signed by the Chair on behalf of the Committee.

A handwritten signature in black ink, appearing to be 'Bill', written in a cursive style.

Trinity Singers

5 May 2026

Review due: **May 2027**