



Phoenixsingers

Phoenix Singers (Suffolk) Health & Safety Policy

1. Purpose

Phoenix Singers (Suffolk) ("Phoenix") is committed to providing a safe and healthy environment for all those involved in its activities.

Phoenix is a volunteer-led charity with no employees and does not own or control premises. Phoenix normally hires third-party venues for rehearsals, concerts and other events. This policy sets out proportionate arrangements to manage health and safety risks arising from our activities.

2. Scope

This policy applies to:

- All members of Phoenix, including Trustees/committee members
- Volunteers and freelance musical leaders
- All engaged performers, such as orchestras, accompanists or other professionals engaged for rehearsals, concerts or events
- All rehearsals, concerts, fundraising and social events organised by Phoenix

3. Responsibilities

Trustees

The Trustees (Main Committee) have overall responsibility for ensuring appropriate health and safety arrangements are in place and reviewed annually.

Event Leads

For each rehearsal, concert or event, a named individual (e.g., Chair, concert manager or other committee member) will take practical responsibility for overseeing health and safety arrangements on the day, including coordination with engaged performers.

Members, Volunteers and Engaged Performers

All members, volunteers and engaged performers are expected to:

- Take reasonable care of their own health and safety
- Avoid conduct that may put others at risk
- Follow reasonable instructions relating to health and safety
- Report hazards, accidents or concerns promptly

4. Risk Assessment

Phoenix will undertake simple, proportionate risk assessments for:

- Concerts and public performances
- Fundraising events
- Social events
- Activities involving staging, equipment or unusual venue layouts

Risk assessments will be proportionate to the size and nature of the activity and will take into account all participants, including engaged performers and any equipment they bring.

Where regular venues are used, risks will be reviewed periodically or if circumstances change.

5. Venues

As Phoenix hires venues rather than owning premises:

- Phoenix will cooperate with venue management regarding health and safety arrangements
- All participants, including members and engaged performers, will follow the venue's fire, evacuation and safety procedures
- At least one named person will familiarise themselves with the venue's emergency procedures and communicate key information to participants where appropriate

6. Emergency Procedures

In the event of fire or another significant incident:

- Venue evacuation procedures will be followed
- Emergency services will be contacted where required (999)
- A responsible person will assist with communication and coordination where appropriate

7. First Aid

Phoenix does not provide medical supervision.

- Phoenix will identify first aid arrangements available at hired venues
- Emergency services will be contacted where necessary
- Where practical, members or volunteers with first aid experience may assist until professional help arrives
- Any incidents will be recorded in the incident book

8. Equipment and Storage

Phoenix will:

- Ensure that any equipment it owns is stored safely
- Check that any staging or hired equipment appears safe before use
- Avoid unsafe use of any electrical equipment (e.g., damaged leads, overloading sockets)

Members, volunteers or engaged performers assisting with staging or equipment set-up should take reasonable care to avoid injury.

9. Accident and Incident Reporting

Significant accidents or incidents occurring during Phoenix's activities should be reported to a trustee/committee member as soon as possible.

Where appropriate, incidents will be recorded and reviewed to identify any lessons learned.

10. Sound and Hearing Safety

Phoenix recognises the importance of protecting hearing.

- Concerns about sound levels should be raised with the Music Director or Trustees
- Reasonable steps will be taken to manage rehearsal and performance sound levels and stage layout

11. Review

This policy will be reviewed annually by the Trustees or sooner if activities, venues or legislation change.

Next Review Date: March 2027

Approved by: Trustees, Phoenix Singers (Suffolk)