South West Philharmonia & Chorus

Health and Safety Policy

Policy Version: 1.1

Date Adopted: 17.12.2025

Review Frequency: Annually

Next Review Due: September 2026

Approved by: Senior Leadership Team (SLT)

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1. Policy Statement

South West Philharmonia & Chorus (SWPC) is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all individuals involved in its activities.

This includes:

- Performers and participants
- Children and young people
- Staff, volunteers and contractors
- Audience members and visitors

SWPC recognises its responsibilities under the **Health and Safety at Work etc. Act 1974**, associated regulations, and relevant guidance, and is committed to creating a safe environment for music making, performance and community engagement.

Health and safety is a **core leadership responsibility**, embedded across all levels of the organisation and led by the Senior Leadership Team.

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2. Scope of the Policy

This policy applies to all SWPC activities, including:

- Rehearsals and workshops
- Concerts and performances
- Community and outreach events
- Tours and off-site activities
- Use of third-party or hired venues
- Online and hybrid activity where applicable

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3. Health and Safety Objectives

SWPC aims to:

- Prevent accidents, injuries and ill health
- Identify and manage foreseeable risks
- Maintain clear leadership and accountability
- Provide appropriate information, instruction and supervision
- Review and improve health and safety arrangements annually

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4. Roles and Responsibilities

4.1 Senior Leadership Team (SLT)

The Senior Leadership Team holds overall responsibility for health and safety within SWPC and will:

- Set strategic direction for health and safety
- Ensure appropriate policies and procedures are in place
- Allocate sufficient resources to manage health and safety effectively
- Review incidents, near misses and trends
- Lead and approve the **annual health and safety review**

4.2 Chief Executive / Artistic Director

(Marcus Alleyne)

The Chief Executive / Artistic Director has overall operational responsibility and will:

- Provide visible leadership on health and safety
- Ensure suitable and sufficient risk assessments are completed
- Appoint competent persons to key safety roles
- Act as Incident Commander during events where required
- Ensure learning from incidents is embedded into future planning

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4.3 Event Leads / Rehearsal Leads

Event and rehearsal leads are responsible for:

- Implementing health and safety arrangements on site
- Ensuring staff and volunteers understand their responsibilities
- Completing and communicating event-specific risk assessments
- Monitoring conditions during activities

- Taking immediate action if safety is compromised

4.4 Staff and Volunteers

All staff and volunteers must:

- Take reasonable care of their own health and safety
- Consider the safety of others affected by their actions
- Follow SWPC policies, procedures and instructions
- Report hazards, incidents and near misses promptly
- Use equipment and facilities appropriately

4.5 Contractors and Third Parties

Contractors and venue providers are expected to:

- Comply with relevant health and safety legislation
- Provide risk assessments and method statements where requested
- Cooperate with SWPC health and safety arrangements
- Ensure their activities do not place others at risk

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5. Risk Assessment and Management

SWPC adopts a proactive and proportionate approach to risk management.

- Written risk assessments will be completed for all significant activities
- Risks will be identified, assessed and controlled

- Control measures will be communicated clearly
- Risk assessments will be reviewed:
    - Annually
    - Following incidents or near misses
    - When activities or venues change

Dynamic risk assessment will be used during live events where conditions evolve.

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6. Accident, Incident and Near Miss Reporting

All accidents, incidents and near misses must be:

- Reported as soon as practicable
- Recorded in accordance with SWPC procedures
- Investigated where appropriate

Serious incidents will be escalated to:

- The Senior Leadership Team
- Insurers
- Relevant statutory authorities where required

Findings will inform future risk management and annual review.

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7. First Aid and Medical Provision

SWPC will ensure:

- Appropriate first aid provision for the size and nature of each activity
- Named first aiders are identified where required
- Emergency contact information is accessible
- Medical and access needs are considered sensitively and confidentially

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8. Fire Safety and Emergency Procedures

SWPC will:

- Follow venue fire and emergency procedures
- Identify evacuation routes and assembly points
- Brief staff, volunteers and stewards appropriately
- Ensure clear communication during emergencies

Emergency arrangements will be event-specific and documented.

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9. Manual Handling

SWPC recognises the risks associated with manual handling tasks, including:

- Moving staging and equipment
- Handling instruments and cases
- Setting up seating and technical equipment

Where possible:

- Manual handling will be avoided

- Tasks will be risk assessed
- Assistance and appropriate equipment will be used
- Individuals will not be expected to lift beyond their capability

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10. Young People and Vulnerable Persons

Where children, young people or vulnerable adults are involved:

- Additional risk assessments will be undertaken
- Health and safety arrangements will align with safeguarding policies
- Supervision levels will be appropriate to the activity and age group

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11. Welfare and Wellbeing

SWPC is committed to promoting welfare and wellbeing by:

- Ensuring access to drinking water and toilet facilities
- Considering temperature, noise and environmental conditions
- Providing rest breaks where appropriate
- Supporting mental wellbeing alongside physical safety

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12. Communication and Training

SWPC will:

- Provide clear health and safety information

- Deliver briefings appropriate to role and activity
- Ensure staff and volunteers understand emergency procedures
- Encourage a positive reporting and learning culture

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13. Monitoring, Review and Continuous Improvement

Health and safety arrangements will be:

- Monitored throughout the year
- Reviewed following incidents or significant changes
- Formally reviewed **annually by the Senior Leadership Team**

The annual review will consider:

- Incident and near-miss reports
- Feedback from staff, volunteers and participants
- Changes in legislation or guidance
- Effectiveness of existing control measures

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14. Policy Review and Approval

This policy will be:

- Reviewed annually by the Senior Leadership Team
- Updated to reflect organisational or legislative changes
- Communicated to all relevant parties