



## Health and Safety Policy

Designated Person:	Joanna L Rhodes (Chair of Trustees)
Reviewed by:	Board of Trustees and Director of the Tallis Choral Foundation: Reg: 1214841
Date:	1 January 2026
Version	1.0
Next review	1 January 2027

## 1. Commitment to accountability and transparency

The Tallis Choral Foundation (“the Foundation”) is a registered charity committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all those involved in its activities. This includes:

- Members
- Trustees and Officers
- The Director of Music
- Volunteers and contractors
- Guest performers
- Audience members and visitors

The Foundation recognises its duty to operate safely, responsibly, and in compliance with relevant health and safety legislation, whilst also recognising that it does **not own or manage premises** and operates primarily in hired or third-party venues.

This policy sets out the arrangements in place to manage health and safety responsibly and proportionately.

## 2. Scope of the Policy

This policy applies to:

- All Foundation activities, rehearsals and performances
- Events held in hired or third-party venues
- Outreach, workshops and public performances
- Social activities organised by the Foundation

It applies to:

- Trustees and Officers
- The Director of Music
- Members
- Volunteers
- Contractors and visiting professionals
- Audience members and visitors

This Policy must be read alongside the Foundation’s:

- Safeguarding and Child Protection Policy
- Anti-Bullying and Harassment Policy
- Code of Conduct
- Child Performance Policy
- Media and Photography Policy
- Whistleblowing Policy

This Policy must be read alongside:

- [The Health and Safety at Work Act](#)
- [The Regulatory Reform \(Fire Safety\) Order 2005](#)
- [Occupiers’ Liability Act 1957](#)
- [Employers’ Liability \(Compulsory Insurance\) Act 1969](#)
- [General Data Protection Regulations \(2018\)](#) and the [Data Protection Act 2018](#)
- [Charities Act 2011](#)

### **3. Responsibilities**

#### **3.1 Board of Trustees**

The Trustees hold overall responsibility for ensuring that:

- The Foundation complies with relevant health and safety legislation
- Appropriate insurance is in place
- Reasonable steps are taken to manage risks
- Health and safety policies are reviewed regularly

#### **3.2 Chair of Trustees**

The Chair has day-to-day oversight of health and safety matters and is responsible for:

- Ensuring this policy is implemented
- Acting as the point of contact for health and safety concerns
- Ensuring appropriate action is taken following incidents or concerns

#### **3.3 Director of Music**

The Director of Music is responsible for:

- Day-to-day safety during rehearsals and performances
- Ensuring participants are briefed on safety matters
- Raising concerns with the Chair where risks are identified

#### **3.4 Members, Volunteers and Contractors**

All individuals involved in Foundation activities must:

- Take reasonable care of their own health and safety
- Act in a way that does not put others at risk
- Follow instructions given for safety reasons
- Report hazards, incidents, or near misses promptly

### **4. Premises and Venues**

The Foundation does not own or manage any premises.

All rehearsals and performances take place in hired or third-party venues. As such:

- The venue owner or operator remains responsible for:
  - Building safety
  - Fire safety
  - Emergency evacuation procedures
  - Structural safety
  - Public liability relating to the premises
- The Foundation will:
  - Confirm that a risk assessment is in place
  - Confirm fire and evacuation procedures before use
  - Follow venue safety instructions at all times
  - Raise any concerns with the venue provider

The Foundation will not conduct full venue risk assessments but will satisfy itself that suitable arrangements exist.

## **5. Public Liability Insurance**

The Foundation will maintain appropriate Public Liability Insurance covering:

- Rehearsals
- Performances
- Public events
- Outreach activities

Evidence of insurance will be available upon request.

## **6. Equipment and Electrical Safety**

Where the Foundation provides or uses its own equipment:

- All portable electrical equipment must be PAT tested where required
- Equipment must be visually checked before use
- Faulty equipment must not be used
- Only competent individuals may set up or operate equipment

Where equipment is provided by a venue, responsibility remains with the venue provider.

## **7. Fire Safety and Emergency Procedures**

For all venues used:

- Fire exits must be clearly identified
- Emergency procedures must be followed
- Assembly points must be known
- Any evacuation must be carried out immediately and calmly

The Foundation will ensure that:

- Members and performers are informed of procedures
- No exits are obstructed
- Fire safety instructions are followed at all times

## **8. First Aid and Medical Matters**

- The Foundation maintains a list of qualified first aiders and will endeavour to ensure that a first aider is present at rehearsals and events as far as is reasonably practicable.
- Members are responsible for managing their own medical conditions
- Any accidents or incidents must be reported to the Chair of Trustees
- Emergency services will be contacted where necessary

The Foundation does not provide medical treatment beyond basic first aid.

## **9. Food and Drink**

Where food is provided or shared:

- Individuals remain responsible for their own dietary choices
- The Foundation will make reasonable efforts to accommodate dietary requirements, where notified in advance
- The Foundation cannot guarantee the safety of food prepared or brought by others
- Individuals with allergies or medical conditions must take responsibility for managing their intake

The Foundation accepts no liability for illness or reactions arising from food consumed at events.

## 10. Alcohol and Social Activities

The Foundation recognises that social activities may take place in connection with performances or events.

- Consumption of alcohol is a personal choice
- The Foundation does not supervise or control alcohol consumption
- Individuals are responsible for their own behaviour and safety
- The Foundation accepts no responsibility for incidents occurring during informal socialising

However:

- Behaviour that brings the Foundation into disrepute may be investigated under the Code of Conduct
- Safeguarding responsibilities remain in place where under-18s are involved

## 11. Accident and Incident Reporting

All accidents, incidents or near misses must be reported to the Chair of Trustees as soon as possible.

The Chair of Trustees and Designated Safeguarding Lead  
Tallis Choral Foundation  
Dovecote House  
Middlecliff Lane  
Little Houghton  
Barnsley  
S72 0HW

Or by email to [tallischoraltrustees@gmail.com](mailto:tallischoraltrustees@gmail.com)

Records will include:

- Date and time
- Location
- Nature of incident
- Individuals involved
- Action taken

Serious incidents may require:

- Notification to insurers
- Referral to relevant authorities
- Review of procedures

## 12. Risk Assessment

The Foundation takes a proportionate approach to risk assessment.

- Formal venue risk assessments are not routinely undertaken by the Foundation for hired venues. The Foundation will request a copy of the venue risk assessment prior to the event.
- The Foundation will then:
  - Review venue safety arrangements to check they have complied with the [Health and Safety Executive's Standards](#)
  - Identify obvious risks
  - Adjust activities if necessary
  - Complete its own risk assessment to dovetail with the venue's own risk assessment
  - Cancel activities if safety cannot be assured
- Specific regular activities including rehearsals will be risk assessed
- Special events will be risk assessed on a case by case basis.

### 13. Contractors and Third Parties

Contractors working with or on behalf of the Foundation must:

- Hold appropriate insurance
- Work safely and responsibly
- Comply with venue rules
- Take responsibility for their own equipment and conduct

The Foundation reserves the right to refuse engagement where safety concerns arise.

### 14. Members of the Public Attending Events and Performances

The Tallis Choral Foundation welcomes members of the public to attend concerts, performances, soirees and other events organised by the Foundation.

The Foundation is committed to providing a safe and welcoming environment for audience members and visitors; however, responsibility for venue safety is shared with the venue provider.

#### 14.1 Venue Responsibilities

Where events are held in third-party venues:

- The venue owner or operator retains responsibility for:
  - Building safety
  - Fire safety and evacuation procedures
  - Crowd management and capacity limits
  - Accessibility and emergency exits
- The Foundation will:
  - Confirm that appropriate risk assessments are in place
  - Follow venue safety instructions and procedures
  - Ensure performances and activities are conducted safely

#### 14.2 Public Liability and Insurance

The Foundation holds appropriate Public Liability Insurance to cover its activities and events.

This insurance does not extend to:

- Personal property belonging to audience members
- Incidents arising from failure to follow venue instructions
- Risks inherent in attending public events

Audience members attend events at their own risk, subject to the Foundation's duty to take reasonable steps to ensure safety.

### **14.3 Behaviour of Members of the Public**

All attendees are expected to:

- Behave respectfully towards performers, staff and other audience members
- Follow instructions given by venue staff or Foundation representatives
- Refrain from disruptive, unsafe or abusive behaviour

The Foundation reserves the right to:

- Refuse entry
- Request an individual to leave
- Contact venue security or emergency services

where behaviour poses a risk to safety or disrupts the event.

### **14.4 Children and Young People in the Audience**

- Children attending events must be supervised by a responsible adult
- The Foundation does not assume responsibility for supervising audience members under 18
- Safeguarding procedures apply where children are participating in performances, but not to general audience attendance

### **14.5 Food, Drink and Refreshments**

Where refreshments are provided:

- Consumption is at the individual's own risk
- The Foundation cannot guarantee the absence of allergens
- Individuals are responsible for managing their own dietary requirements

The Foundation accepts no liability for illness or adverse reactions arising from food or drink consumed at events.

### **14.6 Reporting Incidents**

Any accidents, concerns or incidents involving members of the public should be reported to:

- A Trustee
- The Director of Music
- Venue staff (where applicable)

Serious incidents will be recorded and, where necessary, reported to the appropriate authorities.

## **15. Review and Monitoring**

This policy will be:

- Reviewed annually
- Updated following any safeguarding incident

- Reviewed in line with changes to statutory guidance

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