**Street Choirs Festival 2024**

**Health and Safety Statement**

Whilst the Street Choirs 2024 Organising Committee has done everything it can to minimise and mitigate risks to participants, audiences and volunteers whilst attending the festival, it is important that choir representatives and participants recognise their responsibility for their own health and safety and that of other members of their choir during the festival weekend.

**In Public**

* Some of the likely risks may result from adverse weather conditions. People should therefore be prepared for all weathers and have access to sun hats, sunscreen, water (preferably in a reusable container), umbrellas, raincoats, warm clothing etc. Water points are available across the city and a map showing their location is included in this programme.
* Unfortunately, it is unlikely that there will be seats provided at outside singing events including the massed sing unless you have specifically asked for these.
* People should be aware of slips and trip hazards, and we would expect choir members to look out for those people in their choir who may need help with any mobility needs.
* We will be providing volunteer stewards at outside singing venues with basic first aid kits if required but they will not necessarily be first aid trained. The outside singing co-ordinators will have a list of first aiders available.
* For minor issues please ring 111 for advice. In the event of an emergency please ring 999.
* The local Minor Injuries Unit (Walk in centre) is at the Royal Hallamshire Hospital, 12 Claremont Crescent, Sheffield S10 2 TA (Tel: 0114 271 2071)
* Closer to the City Centre there is the Sheffield Walk in Centre, Rockingham House, Broad Lane, Sheffield S1 3PB ( Tel: 0114 2412700)
* Accident and Emergency Department is at Northern General Hospital, Herries Road, Sheffield S5 7AU (Tel 0114 243 4343).

**In The University Premises**

Our contract with the University Octagon Centre places a number of obligations and commitments on us as the Festival Organising Committee. We are therefore **responsible for ensuring (with everyone’s cooperation and assistance) that:-**

* Your general behaviour as participants is “appropriate and acceptable”
* As little disturbance as possible is caused to University staff, to students, and to nearby residents/businesses
* Children under 18 are properly supervised in accordance with the University Child Protection Policy
* We all leave the Premises on or before the end of the Hire Period (we will advise everyone when but this may vary as we have permission to use the Octagon for our Sunday picnic if the weather is inclement)
* You inform us of any participants with disabilities needing special provisions. The Octagon is fully accessible, and we are providing a wheelchair lift onto the main stage.
* All relevant Octagon rooms, furnishings, and equipment are treated with due care
* We all take care to avoid any injury resulting from carelessness
* No alcohol is brought onto or consumed on the University premises – only that sold by the Venue can be consumed on site and strictly no alcohol must be sold to or consumed by anyone under 18.
* We leave the venue in the clean condition it was received
* All participants comply with any instructions given by the Octagon Event Manager who will be operating with the full authority of the University

**Fire Evacuation**

* All Fire Escape Routes & Fire Equipment must be kept clear and accessible at all times
* **Venue Evacuation Procedure**
	+ On hearing the fire alarm and seeing the flashing red beacons, the Event Manager will ask technical teams to cut the sound and raise the house lights
	+ Stewards will usher the audience through all 5 of the marked fire exits around the Auditorium. The doors are double fronted with an internal door followed by a standard red push bar fire escape. These will have been shown to stewards in advance
	+ If safe, the front entrance can also be used as this is the easiest route to the assembly point
	+ The Event Manager will assist stewards in evacuation and ensure they know if there are issues in a particular area of the building.
	+ The routes out of the building depend on which door you leave from, however the routes are clearly signed as you exit the doors.
	+ Upon exiting stewards will advise the audience of the assembly point, which is under the flyover on the Students Union concourse.
	+ Once all members of the audience are out of the building, stewards will follow the audience to the assembly point and await instruction from the Event Manager. If safe to do so, and after checks have been completed, the audience will be allowed back into the building.

**Smoking**

* Smoking (including the use of Vapes) is not permitted in any areas within the Venue or in any of the offsite Workshops. There is a Smoking Area at The Octagon on the Bar Terrace and alternatively out on thr Student Union Concourse adjacent to the Octaon front doors.

 **Food & Drinks**

* Although the University reserves the right to prevent any food items being brought into the Venue, the Octagon has agreed to allow prepacked items on site (including into the main auditorium) providing all resulting waste is removed by each participant.
* Glassware must not be taken outside the Venue at any time except the Bar Terrace

**If you require sight of the risk assessments we have carried out relating to singing in Public, at the Massed Sing, or at The Octagon Centre, please do not hesitate to contact us via the email address** **streetchoirs@gmail.com**