**LAMPETER MUSIC CLUB**

**SAFETY AND EVACUATION POLICY AND PROCEDURES**

**Introduction**

In common with other organisations, Lampeter Music Club [LMC] has a duty to protect from harm all those with whom it comes into contact, including musicians, audience, volunteers and any staff.

The principal risk to our audience members might be trips or falling in unfamiliar places, as we make use of a variety of venues, and a proportion of our potential audience has infirmity.

**Procedures**

**General**

Committee members will be available half an hour before the start of a concert so that those without a specific task may offer assistance where needed. They will be alert to any unexpected physical risk on the day.

**Access.**

Most of our regular venues have level access.

The Old Hall has a wheelchair lift and use of this is controlled by the college porters.

St Michaels Church proves most difficult. This is advised on the website.

**Injury or illness**.

The club carries a simple first aid box.

For a significant injury the club will rely on the services of the immediately nearby paramedic ambulance service.

**Evacuation**

Procedures will be under the advice of the relevant establishment.

An outline announcement will be made at the start of each performance.

Members of the committee will assist any individuals with physical difficulty once the main body of audience has evacuated.

**Appendix**

**To be announced before the start of every concert**

**(Note to announcer: forewarn musicians to leave first by the nearest doors as soon as any genuine announcement is needed.)**

Evacuation Procedure for Arts Hall

There is no planned fire practice. If a fire alarm sounds the concert will be immediately suspended and everyone must evacuate the hall.

Everyone should make their way to the forecourt outside the Arts building, next to the dining hall, and assemble there.

Use the nearest fire exit, either by the windows or into the foyer.

If you have limited mobility please remain seated whilst the main audience leaves, and then a committee member will see that you get out safely.

Members of the committee will be the last to leave the hall.

**(Note to committee: check Toilets** **& Green Room)**

Evacuation Procedure for Old Hall

There is no planned fire practice. If a fire alarm sounds the concert will be immediately suspended and everyone must evacuate the hall.

Everyone should make their way across the quadrangle and assemble on the lawns in front of the St David’s Building.

Expect to leave by the back doors starting with the back rows and working forward. A committee member will direct some of the front rows to the stage door.

If you have limited mobility please remain seated whilst the main audience leaves, and then a committee member will see that you get out safely.

Members of the committee will be the last to leave the hall

**(Note to committee: check Toilets & Green Room)**