



# Rostrum Procedure

DOCUMENT DETAIL	
Policy Name	Rostrum Procedure
Version	Version 2
Approved by	LWC Committee 15.3.23
Effective from	May 2023
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Date of next review	May 2026
Responsible Faculty	Membership Faculty
Responsible Lead	Health and Safety Officer/Gareth Howells
Document summary	Outlines approach to using the rostrum

DOCUMENT HISTORY		
Version Number	Comments	Approved By
1	New May 2015	-
2	Policy reviewed and updated May 2023	LWC Committee 15.5.23

## **Policy for the use of the Rostrum/ Podium**

### **Purpose**

A rostrum/podium is essential for the effective visibility of the LWC conductor to enable him/her to see the choir, and also the choir to see the conductor when performing concerts at venues where no elevation for the conductor is available. To address the health and safety issues associated with using inappropriate equipment.

### **Procedure**

The rostrum is the accepted form of elevation to be used at all concerts where there is no other means of elevation for the conductor to use which adheres with the health and safety issues.

The transportation of the rostrum will only be undertaken by persons who have been given the suitable training of the handling and assembling of the rostrum.

The Health and Safety lead/Gareth Howells must be involved in visits to all venues requiring the use of the system before a concert is performed.

This policy will be reviewed every three years.

### **Responsibility**

The overall responsibility and implementation of this policy lies with the executive committee of the LWC.

Gareth Howells

Reviewed May 2023