

# Duty of Care Policy

## *Northampton Symphony Orchestra*

**Activity:** NSO Concerts (various venues)

**Updated:** 12th November 2023

**Updated by:** RACHEL CHAPMAN

## 1. Purpose

The purpose of this Duty of Care Policy is to outline the responsibilities and commitments of Northampton Symphony Orchestra (known as NSO) to ensure the safety and well-being of all individuals involved in or attending our concert performances. This policy is designed to identify and manage potential risks associated with our events and to provide guidelines for creating a safe and enjoyable environment.

## 2. Scope

This policy applies to all members of NSO, including musicians, conductors, volunteers, and audience members, during the preparation, rehearsal, and performance of concerts held in churches or schools.

## 3. Responsibilities

### *3.1 Musicians and Conductors*

- Musicians and conductors shall prioritize the safety of themselves and others during rehearsals and performances.
- Conductors will ensure that rehearsals are conducted in a manner that minimizes the risk of injury to musicians.
- Musicians are responsible for the proper care and maintenance of their instruments and equipment to prevent accidents.

### **3.2 Volunteers**

- Volunteers assisting with concert logistics shall be adequately trained and informed about emergency procedures.
- Volunteers will be assigned specific roles to support the smooth running of the event, such as ushering and crowd control.

### **3.3 Audience Members**

- Ushers will be present to assist audience members and manage crowd flow.
- Assistance will be given to help people to their seats where necessary.

## **4. Venue Safety**

### **4.1 Risk Assessment**

- All venues will be assessed to ensure they are fit for purpose including good and safe access for both able and disabled
- Due care will be taken to minimise risks, for example with stage layout, lighting, electrical equipment and potential tripping hazards.

### **4.2 Emergency Procedures**

- Emergency evacuation plans will be in place and communicated to all participants and attendees.
- Clear and visible signage will mark the fire exits
- NSO will aim to ensure someone is present at each concert who is able to provide basic first aid
- NSO will always err on the side of caution when dealing with potential medical emergencies, in such cases an emergency ambulance response will be requested

## **5. Compliance**

- NSO is committed to complying with all relevant health and safety regulations and guidelines.

## **6. Review and Updates**

- This policy will be reviewed regularly to ensure its effectiveness and updated as necessary.

By adhering to this Duty of Care Policy, NSO is dedicated to creating a secure and enjoyable environment for all participants and audience members during our concert performances.