

Box Clever Theatre CV19 Production Risk Assessment



Version 2, 30th September 2020

This document is to be used in addition to the standard production risk assessment for each production. Where 'venue' is used in the document, this can be read to include schools. For our purposes, a school is a venue.

	Activity	Who is at risk?	Risk	Mitigation
1	Performance of close or intimate action	Box Clever staff, audience and the public through potential onward transmission	Risk of transmission between people through close physical contact, and onward infection of others.	<p>This is permitted, only where strictly necessary for the plot and action of the production.</p> <p>Cast members engaging in this should remain as a fixed team, who do not interact closely with other members of the cast or production team. They must maintain social distancing from all colleagues and members of the public who are not a member of the fixed team.</p> <p>All close and intimate action should be kept as short as possible.</p> <p>Anyone engaged in action where physical contact is required should sanitise their hands as soon as possible after this action occurs.</p>
2	Travel to and from the venue	Box Clever staff, audience and the public through potential onward transmission	Risk of infection from public transport, and from multi-occupancy of private transport	<p>Company members will travel to performances in company vans, avoiding the use of public transport wherever possible to minimise the risk of infection.</p> <p>Van interiors must be regularly cleaned with contact points being sanitised.</p> <p>Staff should sit as far apart as possible within the constraints of the vehicle, and the windows should be open to ensure ventilation.</p>

3	Use of set & props in performance	Box Clever staff, audience and the public through potential onward transmission	Risk of transmission from contact with contaminated items and surfaces	<p>As far as possible, props should be personal to cast members, and not passed between cast members. Cast members are responsible for their own personal props, and should be sole handlers of these items. Where passing props is essential for the action of the piece, these must be sanitised between each venue.</p> <p>The set should only be touched when necessary, and should be cleaned between each venue. Hands should be sanitised or washed after touching it wherever possible.</p>
4	Use of technical equipment in rehearsal & performance	Box Clever staff, audience and the public through potential onward transmission	Risk of transmission from contact with contaminated items and surfaces	As far as possible, technical equipment should be the responsibility of a designated individual, and only be set up and handled by that individual. All items of equipment should be sanitised between different schools.
5	Use of singing or wind/ brass instruments in rehearsal and performance	Box Clever staff, audience and the public through potential onward transmission	Risk of transmission through aerosol creation and propagation	Singing or playing wind or brass instruments is currently regarded as a very high risk of transmission, due to the aerosols generated. This should be avoided wherever possible. Where it is impossible to avoid, enhanced social distancing should be used (3m distance minimum).
6	Performance to a live audience	Box Clever staff, audience and the public through potential onward transmission	Risk of transmission to/ from a wider audience	<p>Cast and crew must maintain 2m distance from audience members at all times before, during and after performances. Cast members should not enter the audience area during performances, and audience members must not be invited into the performance space.</p> <p>Any venue specific measures in place must be adhered to.</p>

7	Use of public and communal areas at a performance venue.	Box Clever staff, audience and the public through potential onward transmission	Staff may come into contact with public and contaminated surfaces in the public parts of the building and grounds.	<p>Social distancing of 2m should be maintained wherever possible. Where restrictions are placed on the use of lifts, stairways, and other public areas, staff should abide by these at all times.</p> <p>Where communal facilities are open (Kitchens, toilets and cafes), staff should abide by all social distancing measures, and wash/ sanitise their hands before and after use. Where possible staff should bring and use their own cutlery and crockery rather than use communal items. Where communal items are used, these should be washed thoroughly before and after use. Staff must use face coverings at all times when on venue sites, except when performing, or warming up for performances.</p>
8	Asymptomatic transmission	Box Clever staff, audience and the public through potential onward transmission	Staff and other members of the public may be carrying the virus while not exhibiting symptoms.	<p>All measures from 1-9 must be followed to reduce the risk of asymptomatic transmission.</p> <p>If a staff member has been asked to self isolate through NHS Track and Trace, they must not attend rehearsal or performances.</p> <p>If a staff member lives with someone exhibiting symptoms of Covid 19, they must not attend rehearsal or performances for 14 days.</p>
9	Symptomatic transmission	Box Clever staff, audience and the public through potential onward transmission	The risk of spreading the virus through your own symptoms, or contracting it from others exhibiting symptoms.	<p>All measures from 1-7 must be followed to reduce the risk of symptomatic transmission.</p> <p>If you experience the symptoms of Covid 19 (A new and persistent cough, a fever, or loss of taste or smell), you must not attend performances.</p> <p>Following government guidelines, you should self isolate, request a test, and cooperate fully with NHS Test & Trace. You should report this to the artistic director or production manager as soon as possible.</p> <p>All touring staff must complete a daily online health questionnaire provided by the company before beginning work each day to ensure their health is monitored.</p>
10	Becoming ill	Box Clever staff,	Beginning to experience	If you begin to feel unwell whilst performing or at any time on venue sites, you

	whilst at rehearsal or performance	audience and the public through potential onward transmission	symptoms of Covid 19 whilst at work. This could risk transmission to cast members, or audience members during a performance	<p>must immediately inform the stage manager or production manager, and any relevant staff on site (For example your contact teacher in a school). You must follow government guidance around leaving the workplace, being tested, and self isolation. You must follow any protocols the venue has in place to deal with this eventuality.</p> <p>You should report this to the artistic director or production manager as soon as possible.</p>
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Thank you

Pip Thurlow - Production Manager