

## COVID-19 Policy and Project Risk Assessment: RCD Online Outdoors

Date Written: 21/08/2020

Project Dates: 1st September-22nd October

<b>Covid-19 Measures</b>				
Contracting or spreading coronavirus by not washing hands or not washing them adequately	<b>5</b>	<b>1</b>	<b>5</b>	<ul style="list-style-type: none"><li>- RCD Artistic Director and Rehearsal Director will both carry hand sanitiser with them at all times and use regularly, especially after entering and exiting rooms / buildings, each company dancer will receive hand sanitiser from the company at the beginning of the project.</li><li>- Setting/partner staff to inform practitioners of the nearest hand washing stations that are available for use.</li><li>- Breaks will be increased to accommodate for hand washing time.</li></ul>
Contracting or spreading coronavirus in common use high traffic areas such as corridors, entrances / exits	<b>5</b>	<b>1</b>	<b>5</b>	<ul style="list-style-type: none"><li>- When indoors, venue staff will inform RCD Artistic Director and/or Rehearsal Director of any measures in place to avoid use of high traffic areas – such as a one-way system and alternative entrance / exit points. These actions will then be explained clearly to company dancers.</li></ul>

Contracting or spreading coronavirus by not cleaning or sharing equipment	5	1	5	<ul style="list-style-type: none"> <li>- No sharing or passing of any equipment between participants, including but not limited to, speakers, water bottles and clothing.</li> <li>- If props are used they will be thoroughly cleaned and disinfected by the practitioner before and after use.</li> <li>- In the cases where equipment is needed to be shared, it must always be thoroughly cleaned and disinfected according to manufacturer guidelines.</li> <li>- Cleaning time will be allocated twice a day for Company Members to clean their surrounding areas when working indoors.</li> <li>- Company members will each have a designated space in the rehearsal room/venue to keep their belongings to avoid cross contamination.</li> </ul>
Contracting or Spreading coronavirus between audience members of RCD work in progress sharing at Exeter Northcott	5	1	5	<ul style="list-style-type: none"> <li>- RCD will follow and enforce venue COVID-19 Policy through the sharing process.</li> <li>- RCD will review venue policy to ensure it is in keeping with NHS guidelines, which will be a prerequisite for the performance taking place.</li> </ul>
Contracting or spreading coronavirus on public transport to different areas of rehearsals and activity	5	1	5	<ul style="list-style-type: none"> <li>- Company Artists will all abide by public transport social distancing guidelines and regularly wash hands and wear face masks.</li> <li>- If public transport is too busy to board safely, the company member will inform the Artistic Director/ Company Manager and alternative or later transport will be facilitated.</li> <li>- Rehearsals will be scheduled to avoid Company Artists travelling at rush hour periods such as 9am and 5pm.</li> </ul>

Contracting or spreading coronavirus by not social distancing	5	1	5	<ul style="list-style-type: none"> <li>- Company Artists to always follow government and setting guidance around appropriate social distancing</li> <li>- There may be a need to reduce the number of participants in a session if the space does not allow for adequate social distancing.</li> <li>- In a rare situation where multiple people will be working indoors, marker tape can be used on the floor to highlight an appropriate distance between artists.</li> <li>- Company rehearsals will always avoid face to face activity, avoiding all close positions. Rehearsals will prioritise forward facing or back to back work which is at distance</li> <li>- Company Artists will be mindful of social distancing procedures during breaks</li> </ul>
Poor ventilation leading to risks of coronavirus spreading	5	0	0	<ul style="list-style-type: none"> <li>- When dancing indoors, the Artistic Director will improve the ventilation in the dance space by opening windows and doors where possible</li> <li>- Outdoor rehearsals will always be prioritised, excluding two days of work at Exeter Northcott, where no more than three people will be present in auditorium and stage space.</li> <li>- Indoor rehearsals will only take place if they are one dancer to one choreographer, or if there is enough space for 2m by 2m squares for each participant.</li> <li>- The Artistic Director or Rehearsal Director will schedule ventilation breaks during and between sessions if appropriate.</li> </ul>

<p>Company Artist displaying possible coronavirus symptoms</p>	<p>5</p>	<p>1</p>	<p>5</p>	<ul style="list-style-type: none"> <li>- RCD will keep in regular contact with company artists and if they report any potential coronavirus symptoms they will not deliver the planned sessions and will be asked to self-isolate for 14 days</li> <li>- Procedure if RCD Artist becomes symptomatic (cough, fever, smell/taste disturbance) within 14 days of delivering activity – use records of who attended rehearsals and/or activity to work with venue staff to track &amp; trace</li> <li>- If symptoms emerge within rehearsals there will be a designated isolation area for the Artist to be assigned to as a holding area</li> <li>- If there is a suspected case of COVID-19 among the company on tour, the person will be required to isolate in their hotel room/in a designated space in the venue, they will be tested locally for COVID-19 and will isolate in their accommodation until test results are returned. In the meantime, the evening’s performance will be cancelled, the venue cleaned and disinfected and the other company members asked to self-isolate in their accommodation (separate to the person with symptoms). If the test is returned negative, the show may proceed. If the test is returned positive, the infected company member will remain isolated in their accommodation or return home to isolate if they can do so safely in private transport and abiding by NHS guidance. The other company members will be tested and should similarly self-isolate until the tests are returned. All performances should be suspended until they can safely be resumed as advised by healthcare providers.</li> <li>- If there is a suspected case of COVID-19 amongst the company, all who have come into contact with this person will immediately self-isolate and rehearsals will move online. All isolating company members will be tested and face-to-face rehearsals will not recommence until all company members have received negative test results or as recommended by the healthcare provider</li> </ul>
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Company Artists contracting coronavirus from Community Cast Participants during 'Present With Me' Filming	5	1	5	<ul style="list-style-type: none"> <li>- Company Artists will only be able to walk through houses to get to gardens if a pathway is clear and distancing can be maintained. -Safe accessibility of garden will be a factor in the community cast members who are cast in the film.</li> </ul>
Vulnerable community members contracting coronavirus during 'Present with Me' filming.	5	1	5	<ul style="list-style-type: none"> <li>- Full social distancing will always be in effect. If any community cast member is shielding, company artists will only engage with them in outdoor spaces at an increased distance past two meters.</li> </ul>
<b>Space and Setting Measures</b>				
Injury in rehearsals	3	3	9	<ul style="list-style-type: none"> <li>- The Artistic Director and Rehearsal Director will ensure all artists are appropriately warm before starting rehearsals. Before starting the project, all artists will explain clearly to the Artistic Director and Rehearsal Director about their state of fitness post lockdown and the support they need to work safely.</li> <li>- Movement and session content to be created to be adaptable to each dance artists' current ability, energy and interest.</li> <li>- Company Artists to warm up and cool down appropriately.</li> <li>- Sufficient breaks to be given as appropriate and in keeping with Artist Contracts.</li> <li>- Company Artists be responsible for their own safety and wellbeing when participating.</li> </ul>
Injury Relating to Outdoor Activity	3	3	9	<ul style="list-style-type: none"> <li>- Due to the potentially hazardous nature of countryside settings (e.g. plant life, rocks and animal droppings), company Artists will not be required to touch the ground with bare hands or their faces and must always wear trainers when working outdoors.</li> <li>- Company Artists will familiarise themselves with the work terrain before dancing. Ideally dancers will warm up in the area of the outdoor rehearsal, to familiarise themselves safely and slowly with their surroundings.</li> <li>- In the event of heavy rain or rain which effects the friction of the ground, rehearsals will be called off and adjusted to safely suit indoor settings with select cast members at a time.</li> </ul>

Tripping & falling (Indoors)	3	2	6	<ul style="list-style-type: none"> <li>- When inside theatre and studio spaces, trip hazards to be clearly marked with hazard tape. Any cables or protrusions to be secured with gaffer/LX/hazard tape.</li> </ul>
Fire	4	0	0	<ul style="list-style-type: none"> <li>- To ensure fire doors are closed and not propped open.</li> <li>- To ensure technical equipment is switched off after use.</li> <li>- Company Artists briefed by Setting staff on fire evacuation procedures.</li> </ul>
Obstruction to exit in emergency	4	0	0	<ul style="list-style-type: none"> <li>- Venue staff and Company Artists to ensure fire exits are kept completely clear.</li> <li>- Access routes for emergency vehicles to be kept clear at all times</li> </ul>
Injury or health emergency requiring first aid or medical treatment	5	2	10	<ul style="list-style-type: none"> <li>- On site first aider identified by venue staff alongside RCD first aider Charlie Brittain.</li> <li>- First Aid kit available for venue staff to administer first aid.</li> </ul>
Lifting & carrying	3	1	3	<ul style="list-style-type: none"> <li>- Practitioners and venue staff to be responsible for assessing their own physical - capabilities in relation to lifting and carrying equipment, moving furniture for the purpose of this activity.</li> <li>- No participant asked to carry equipment or heavy props.</li> <li>- Adequate PPE will be provided if two person lifts are necessary and social distancing cannot be maintained.</li> </ul>

Damage to equipment/wildlife/landscape/site/injury through mis-use	5	1	5	<ul style="list-style-type: none"> <li>- Only qualified or experienced people to use specialist equipment.</li> <li>- Any damage caused to be reported to the Venue Staff immediately.</li> <li>- Clear guidance for use to be provided for equipment used by the general public or un-trained staff.</li> <li>- Artistic Director will work with local staff to ensure the company is aware of important wildlife and plant life in local outdoor spaces and will not rehearse in a manner which can put wildlife at risk.</li> </ul>
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**Any Additional Hazards.** If you are made aware of any additional hazards not included in this assessment, please record them in the spaces below and bring them to the attention of the event organiser.


Hazards relating to the project have been identified and assessed on their impact rating from 1 (low impact) to 5 (high impact e.g. death). The likelihood of their occurrence has been assessed between 1 (not likely) and 5 (very likely). The impact and likelihood are multiplied together to calculate the RISK factor. Any Risk factor over 18 is considered significant and event organisers should take all action possible to reduce it as a priority. If the risk cannot be reduced, the event's feasibility will need to be re-considered with regard to public safety.

## **COVID-19 POLICY - Excerpt from Company Artist Contract**

### **Artist Health and Safety**

1. The Artist will regularly wash their hands and remain physically distanced from other colleagues or people during work time. In a situation where close proximity (distances less than two metres) is unavoidable, the Artist must wear a face mask.
2. The Artist must follow COVID-19 guidelines, regardless of the personal opinion the Artist has of the current risks of infection within the group.
3. The Manager will provide the Artist with hand sanitising gel and a mask and will ensure the Artist always have access to cleaning materials
4. The Manager will not expect The Artist to undertake any research or development of choreography which is deemed unsafe or against current UK Government Guidelines. The Artist has the right to refuse to undertake work if it risks their physical or mental health.
5. The Manager will be responsible to enforce Richard Chappell Dance's COVID-19 Health and Safety Policy throughout the entirety of the Artists engagement with the company.
6. Mental health
7. Individual Risk Assessment

### **Notification of Symptoms**

- 6 (a). Should The Artist experience COVID-19 Symptoms, such as a persistent cough, a high temperature or a change of sense of smell or taste, The Artist must not travel to work and notify the company of their change of health as soon as they are able to.
- 6 (b). Experiencing COVID-19 symptoms will not effect The Artist's overall fee and work will be rescheduled to when they are able to undertake it.

### **Location Health and Safety**

7 (a). The Manager will provide clean indoor work spaces at all times. Indoor holding spaces for equipment and belongings will be cleaned at the beginning and end of each day. All physical exertion or movement where more than one dancer is rehearsing will only take place in outdoor settings.

7 (b). In the case of rain or winds inhibiting rehearsal outside, rehearsals may take place indoors with face masks and windows open. This will only be possible with agreement by the Artist, which can be withheld if they believe their health and safety to be at risk.

7 (c). In the event of indoor rehearsals, The Artist must be physically distanced with two metres distance between themselves and other colleagues. The Manager will ensure this is enforced with floor markings.

8. Upon arrival at work or accommodation destinations, Artists will have time to familiarise themselves with living areas and work areas to ensure the flow of people and social distancing is possible.

9. In the event that toilets are shared, appropriate cleaning materials will be provided by the company.

10. Due to the outdoor nature of the project's rehearsal locations and the potentially hazardous nature of countryside settings (e.g. plant life, rocks and animal droppings), The Artist will not be required to touch the ground with bare hands or their faces and must always wear trainers when working.

### **Accommodation**

11. The Artist will not be expected to share a room to sleep in with any other colleague throughout the engagement.