

Treehouse Theatre

COVID-19 Risk Assessment for Pop-Up Story Theatre workshops in public settings

Date last updated: 13th July 2020

Written by Louisa Lindsey-Clark; Treehouse Theatre

('Workshop' is used to mean 'Pop-Up Story Theatre story telling workshop' throughout this document)

Risks from Pop-Up Story Theatre storytelling workshops in public settings, in relation to Covid-19:

Possible Risks

Action

Audience members from different households or bubbles come into contact

Allocated seating is recommended. Seating will include accessible seating
Bookings should be collated as households or contact bubbles (max 6), and seating laid out in a bespoke way for each audience
Actors will liaise with staff to set the space up in the best way for the individual circumstance, and to determine maximum numbers.
Seating should be allowed from 30 mins prior to the workshop, to avoid clustering, and crowding toilet facilities
Individual households / contact bubbles will be welcomed and seated by ushers (either Treehouse or venue staff)
The venue should provide hygiene measures such as hand sanitizer on entry and exit, and signage as appropriate
The actor will welcome the audience and remind them to follow the rules for the workshop to keep everyone safe, as follows:

- ☀ The actor will remind the audience to remain in their seating space throughout, pointing out the different areas
- ☀ The actor will remind parents to ensure their children remain in their seating space throughout
- ☀ The audience will be encouraged to face forwards at all times
- ☀ Please join in but don't shout!
- ☀ Audience should remain seated at the end, and allow staff to space out exiting the venue and avoid clustering

If audience costumes are provided: Only one child per day can wear each costume, to allow for cleaning between uses
Audience participation will not involve contact with others, or sharing items, or leaving the household seating space.
There will be no interval
Workshops will be less than 1 hour duration to relieve pressure on venue facilities such as toilets
Venues should keep a record of audience members & staff on duty so that people can be traced if necessary (I.e. if a case arises)

Audience / staff coming into contact with the actor/s

The performing area and seating area will be clearly marked, with a minimum 2m corridor separating them.
Each area will have clear edges with either seats/rugs or tape to keep audience and actor separate.
The audience will be shown the line at the start of the show and reminded they can't cross it.
The actor will remind parents that they are responsible for ensuring their children remain in their seating space throughout
No 'meet and greet' after the workshop

The virus is spread (airborne) within the performing environment

Where possible the workshops will be held outside. 2 dates will always be booked to allow for weather contingency.
When workshops are inside, the largest available space should be used. Windows and doors should be open throughout.
The maximum time possible should be given for ventilation/cleaning between workshops. More than 1 space could be used.
Actors, staff and audience to follow PHE guidance for hygiene - using tissues and hand washing / hand sanitizer
Audience participation will not involve group singing or group shouting
Any music played on arrival/departure will be very quiet so that normal conversation is easy and there's no raised voices.

Actor has Covid-19 but is non-symptomatic and unaware.

Actors will practice social distance with all staff at the venue, and wear a face covering at times when this is not possible (eg on arrival)
Workshops will be rescheduled for 2 weeks later if the actor or any member of the actors household has symptoms or is asked to isolate.

Actors will remain 2m from the audience at all times, and further away whenever possible.
Actors will use hand-washing and/or hand sanitizer before and after the workshop, or touching any shared surfaces eg seating

Treehouse Theatre carrying the virus between venues

Treehouse actors will follow PHE guidance for hygiene, before entering the venue and throughout the visit .
Bubble rugs provided for audience members will be cleaned between every use.

Audience members will be able to bring their own rugs/cushions
Props and costumes will only be used for audience members when essential.
Props will not usually be touched by children, and will be cleaned after every use. Costumes will be cleaned after every use.
Props that can't be cleaned will not be used unless they can be left untouched and unused for at least 48 hours before the visit.
Each of our different workshops have their own discrete sets of props and costumes so its easy for us to track when and where they are last used.
Venues must let us know if they have any cases within 1 week of our visit so that our actors can self-isolate if required

Summary of Risk assessment (COVID-19)

For venue staff: LOW RISK

The level of risk from our visit would not greatly add to the existing risk level for staff currently working at a venue which is already open to the public

For audience members: LOW-MEDIUM RISK

The level of risk to audience members is clearly greater than staying at home. However, it is comparable to activities in a controlled environment such as shopping or being at school, where the safety measures can be clearly communicated to participants

For Treehouse actors: LOW-MEDIUM RISK

The level of risk to actors of visiting schools is clearly greater than staying at home. However public venues are carefully managed environments with a good understanding of risk management on all sides, and clear strategies in place can be communicated to all participants and staff

Documents referenced:

"Working safely during coronavirus (COVID-19)" Published by UK Department for Education, Updated 10th July 2020

(Guidance for people who work in performing arts, including arts organisations, venue operators and participants)

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

"Coronavirus (COVID-19) - what you need to know" Published by Public Health Matters, UK Govt official blog, Updated 10th July 2020

(For latest advice on general public guidelines and how long virus stays on surfaces eg Props)

<https://publichealthmatters.blog.gov.uk/2020/01/23/wuhan-novel-coronavirus-what-you-need-to-know/>

"Staying alert and safe (social distancing)" Published by UK Department for Education, Updated 9th July 2020

(For latest advice on social distancing)

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>

"Cleaning of non-healthcare settings" Published by Public Health England, Updated 15th May 2020

(For advice on cleaning costumes 'laundry')

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>