

Rehearsals Health & Safety (Covid-19 compliant) doc

Townsend Productions take a serious attitude to Health & Safety legislation and are committed to protecting health & safety of all people contracted by the company.

All the company's work will be planned, managed and supervised in compliance with current Government legislation, best practice and the evolving regulations with regards to Coronavirus Covid-19. The company is aware of current Government guidance – <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts> and <https://www.gov.scot/publications/coronavirus-covid-19-guidance-for-the-performing-arts-and-venues-sector/> with all updates as they are issued.

- We would like to ensure that all workers have a clear understanding of their responsibilities along with that of the company.
- The company has a safety person responsible for overseeing all areas of the production process and on tour and to implement Covid-19 Secure strategies.
- All employees will have a brief induction as to current Covid-19 guidelines & best practice with reference to work undertaken.
- Depending on guidance at the time, the company would ask for a Covid-19 test to be done in advance of the engagement, or (if mass vaccination is available) evidence of a vaccination with associated time period for effective inoculation.
- Health declaration – all staff to complete this form at the start of the work period, with particular reference to highlighting symptoms relating to Covid-19 and what should be done if these develop during the course of the engagement. It is essential to inform the company if NHS Track & Trace have recently been in contact advising isolation. Also to inform the company if they have returned from abroad in the last 2 weeks.
- Precautions taken: daily monitoring of health with notification of any issues. Maintaining a 2M distance from anyone not directly involved with the production & rehearsals especially if contact is likely to be for more than 15 mins. Also the wearing of a face mask is currently advised in these situations.
- The rehearsal space is at the company's home base and consists of a dedicated 5M sq room in an isolated area. Only personnel directly involved with the rehearsal process will have access, unless this has been pre-arranged with appropriate mitigating controls put in place at time of visit. The space has excellent ventilation possibilities which would be utilised as far as is practically possible.

- The people involved with the rehearsal process will be in a 'bubble' to reduce risk of cross-infection. Accommodation will be provided nearby for all personnel engaged and working in the rehearsal space.
- Availability of washing facilities, hand sanitizer and cleaning materials will be clearly explained to reduce risk of infection. Toilet facilities are available in the adjacent house. All people in this house are part of the same 'bubble'.
- Rehearsal space, including door/window handles, chairs & tables to be cleaned daily. Also communal tea/coffee areas & toilet/hand-washing facilities. A time period can be factored into the schedule to allow for this, as well as any cleaning of props, costumes and technical equipment that may be deemed necessary.
- Breaks to be taken regularly during rehearsals, ideally a short break (outside if practical) is to be taken approx. every hour to allow for ventilation.
- Current advice on wearing of facemasks will be incorporated into working practices allowing for the limitations of the rehearsal process.
- If a suspected case of Covid-19 emerges among the group then the 'Covid Response Plan' will be put into action: this typically would involve immediate self-isolation, testing as necessary according to government advice at the time, and a decision on continuation of any work.
- If a positive test is received then all other work will cease among the group and government guidelines in place at the time will be followed to regulate the health & safety of the rest of the company.
- Local testing facilities will have been pre-identified to assist with this process.
- Identified symptoms are:
 - Continuous cough (new cough that's lasted over an hour, or 3 + coughing episodes over a 24 hour period)
 - Fever/high temperature (37.8°C or greater)
 - Loss/change of sense of taste and/or smell (anosmia)

Regular monitoring of current government guidance/best practice will be undertaken to update any of the above as required.

Mick Andrew Dec 2020