**RISK ASSESSMENT – ARTS ON TOUR’S GENERIC TEMPLATE FOR COVID SAFE TOURING**

This is a template only. Your risk assessment should take into account the immediate hazards, level of risk, restrictions and government advice. In addition, the specific characteristics of the tour will inform the identification of additional hazards and related controls: length of tour; how many on the road; touring party individual vulnerabilities (older people, those with pre-existing health conditions); interstate or intrastate; travel logistics; budgetary limitations; understudy options and so on.

The below table lists some hazards that may exist to assist in prompting you to consider what may be applicable during your touring activities. Please note this is not an exhaustive list and will be adjusted as circumstances develop.

**ASSESSMENT DETAILS**

Company: [insert company]

Date completed: [insert date completed]

Date distributed: [insert date distributed]

Next review: [insert next review]

**ACTIVITY**

Date/s: [insert date/s]

Venue/s: [insert venue/s]

Touring company: [insert touring company]

**PURPOSE OF RISK ASSESSMENT**

The primary purpose of this risk assessment is to identify risk areas or situations might cause the transmission of COVID-19.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Hazard** | **What is the harm that the hazard could cause?** | **What is the likelihood that the harm would occur?** | **What is the level of risk?** | **What controls are currently in place?** | **Are further controls required?** | **Actioned by** |
| **REMOUNT** | | | | | | |
| COVID-19 case amongst community | Other company catching COVID-19 (could result in serious illness or death; could result in disruption to the remount and tour) |  |  |  |  |  |
| COVID-19 case amongst company | Other company catching COVID-19 (could result in serious illness or death; could result in disruption to the remount and tour) |  |  | e.g.   * Props management; regularly cleaning; use of PPE * COVID-19 tests conducted before the commencement of the remount | e.g. Understudy options |  |
| COVID-19 symptoms amongst company (unconfirmed case) | Could result in disruption to the remount and/or tour |  |  | e.g. Zero tolerance policy of company members attending work while sick |  |  |
| XX |  |  |  |  |  |  |
| XX |  |  |  |  |  |  |
| **ON TOUR** | | | | | | |
| Freight | | | | | | |
| COVID-19 case amongst freight driver/s | Other company catching COVID-19 (could result in serious illness or death; could result in disruption to the remount and tour) |  |  | e.g.   * Production Manager to consult with freight company about any safety protocols * During truck packing and unpacking involving casual crew, all personnel to maintain physical distance where possible, otherwise wear appropriate PPE (face mask or shield) * Avoid multiple crew in cargo compartments for prolonged periods where practicable |  |  |
| XX |  |  |  |  |  |  |
| Travel | | | | | | |
| Airline travel | Other company catching COVID-19 while travelling (could result in serious illness or death; could result in disruption to the tour) |  |  | e.g. Producer will consult with company members about preferences for housekeeping services at accommodation  **TIP:** LPA’s COVID Safe Touring Guidelines includes and extensive list of control measure to minimise the risk while travelling. The measures are scaled dependent on the level of community transmission |  |  |
| Rental car use |
| Hotel use |
| Taxi travel |
| Public transport |
| XX |  |  |  |  |  |  |
| In the community | | | | | | |
| COVID-19 case amongst community | Other company catching COVID-19 (could result in serious illness or death; could result in disruption to the tour) |  |  |  |  |  |
| COVID-19 case amongst company | Other company catching COVID-19 (could result in serious illness or death; could result in disruption to the tour) |  |  |  |  |  |
| COVID-19 symptoms amongst company (unconfirmed case) | Could result in disruption to the tour |  |  |  |  |  |
| XX |  |  |  |  |  |  |
| Wellbeing | | | | | | |
| Touring party develop mental health issues due to additional stress | Could result in disruption to touring party and/or tour; health risk |  |  | e.g. Producer to provide information regarding Mental Health and Wellbeing support services |  |  |
| XX |  |  |  |  |  |  |
| At the venue | | | | | | |
| COVID-19 case amongst venue staff | Other company catching COVID-19 (could result in serious illness or death; could result in disruption to the tour) |  |  | e.g.   * Exchange of COVID safe plan prior to company’s arrival at the venue * Ensure the Presenter has allocated dedicated work and dressing room spaces for the company that are not shared with any local personnel * All technical equipment shared between touring and local personnel to be cleaned after each use with anti-bacterial spray and/or wipes |  |  |
| COVID-19 case amongst company | Other company, venue staff or audience catching COVID-19 (could result in serious illness or death; could result in disruption to the tour) |  |  |  |  |  |
| XX |  |  |  |  |  |  |
| Engagement/outreach | | | | | | |
| COVID-19 case amongst community |  |  |  | e.g.   * Company members are encouraged to wear masks when meeting patrons post-show and attending any Community Engagement activities * Company members are welcome to pose for photos with patrons and community members at their own discretion, ensuring masks are worn if physical distancing cannot be maintained * Depending on risk level, engagement to be carried out via virtual means |  |  |
| COVID-19 case amongst company |  |  |  |  |  |  |
| XX |  |  |  |  |  |  |
| **POST TOUR** | | | | | | |
| COVID-19 case known after the tour has concluded |  |  |  | e.g. Consider contact tracing requirements; Covid Safe App |  |  |
| XX |  |  |  |  |  |  |
| XX |  |  |  |  |  |  |

Arts on Tour would like to acknowledge **Performing Lines** for their assistance in creating this template