

To help limit the spread of COVID-19 the following Risk Assessment is to be used when working in Theatre Arts classes, rehearsal rooms, theatres or storage areas. It is based on the following principles:

- If you are feeling unwell, do NOT come to campus and do NOT participate in any off-campus activities. Please note that if you attend Curtin when unwell you may be asked to leave campus and seek medical advice.
- Reducing surface contact:
 - Individuals need to be responsible for their belongings/props/costumes and should NOT share/handle the belongings/props/costumes of others. All actors are individually responsible for washing/dry cleaning their own costumes after use and before returning items to wardrobe. You may do so via your own washing machine or the Hayman Theatre washing machine. Any dry cleaning expenses will be reimbursed once you have forwarded the receipt to the Hayman Theatre Administrator, Leigh Brennan: L.Brennan@curtin.edu.au
 - Individuals should use hand sanitiser prior to touching any items of set, furniture or equipment.
 - At the beginning and end of each session please spray or wipe shared surfaces with disinfectant.
- Hygiene - Washing hands/using hand sanitiser:
 - Individuals should wash their hands/use hand sanitiser regularly.
 - Individuals should use the hand sanitiser provided whenever they enter and before they leave any classroom, rehearsal room, theatre or storage area.
 - Individuals should avoid touching their face.
- Limit sizes of classes, casts and Crew Sizes:
 - Classes, casts and crews should be limited, with only essential personnel in attendance.
 - Booking of spaces for rehearsals (for the Hayman Theatre season and/or assessment groups) will be conducted online via the Hayman Theatre shared Google doc or by emailing Leigh Brennan.
- Maintain Physical Distancing:
 - Classes, casts and crew must maintain physical distancing at all times both inside and outside classrooms, rehearsal rooms, theatres or storage areas.
 - Actors must do their own make-up and dress themselves.
 - Contact between actors should be minimalised, or implied when possible.
 - When contact occurs, actors must maintain hand hygiene - use hand sanitiser regularly.
 - Contact should occur for 5 minutes maximum before a short break is taken.
 - In the case of close facial contact, masks should be worn over the mouth and nose.
- Communication:
 - Before commencing any classes or rehearsals, all participants to be reminded of this COVID-19 management strategy.
 - A Theatre Arts Risk Assessment (available via SISO) should be completed by Directors and/or Stage Managers of all Hayman Theatre productions and approved by Hayman Theatre Production Coordinator Stephen Carr, prior to the commencement of any rehearsals.
 - COVID-19 poster to be prominently displayed in all Theatre Arts venues (see page six).
- Audiences:
 - Audiences in the Hayman Theatre must sit in every other seat (marked with an X). This will increase the capacity of the audience bank from 15 to 25.

- Occupancy in Hayman Theatre (including cast, crew and audience) must never exceed the revised maximum occupancy capacity of 57, as provided by Curtin Space Management.
- Any non-Curtin student/staff audience member will be required to purchase tickets online and confirm the following statements at booking so their details can be logged for contract tracing purposes (if necessary):
 - do not display symptoms of COVID-19 including fever and respiratory symptoms such as a cough or sore throat
 - have not returned from overseas travel in the last 14 days
 - are not in contact with a confirmed COVID-19 case or;
 - have not been, to the best of their knowledge, in close contact with a person infected with COVID-19.

With regards to Theatre Arts storage areas (e.g., workshop, props and wardrobe). Please note the following additional strategies:

By Appointment:

- Access to all storage areas will be by appointment only. Please contact Leigh Brennan at least 24 hours in advance to arrange.
- Access to the workshop will be provided after discussion with Stephen Carr. Times may vary dependant on project.

Hygiene:

- All returned items will be sprayed down with disinfectant spray.
- Students will be required to use hand sanitiser before entering and exiting these storage areas.
- Students who are exhibiting cold and flu-like symptoms should not come to campus and should make other arrangements for collection and returns.

Physical Distancing:

- 2 students will be permitted in these storage areas at a time.
- Students will be able to book a 30-minute slot to access these storage areas for collections and returns using the Theatre Arts google doc booking system.
- These storage areas will not be accessible for ‘walk-ins’.
- If a student is late to their booking slot and their request is unable to be filled during the remaining time, they will have to rebook the next available or convenient slot.
- Students collecting and returning props or costumes will be required to do so via the ramped entrance door.
- Loitering will not be permitted in or around the storage areas.

This COVID-19 Risk Assessment is in **addition** to the Risk Assessment for the activity. For assistance, please contact Stephen Carr: S.Carr@curtin.edu.au

IDENTIFY		ASSESS	CONTROL	
HAZARD	POTENTIAL HARM	RISK SCORE	CONTROL MEASURES	RESIDUAL RISK
Contact with other students and/or instructors in class, rehearsals or small student	Contract COVID-19	Medium	Maintain physical distancing rules of 1.5 metres Stay home if you feel unwell	Low

groups on campus			<p>Maintain good hand hygiene when handling props/costumes/set items/furniture/equipment. Use hand sanitiser regularly.</p> <p>Eliminate the transfer of equipment between students/instructors whenever possible.</p> <p>Ensure props/costumes/set items/furniture/equipment is cleaned with alcohol wipes or spray before transfer between individuals.</p> <p>Ensure that instructors and students are briefed about COVID-19 measures before the start of the session and comply with these throughout.</p>	
Food handling during rehearsals or on-stage	Contract COVID-19	Medium	<p>Maintain physical distancing rules when eating</p> <p>Use hand sanitiser regularly</p> <p>Tea/coffee/food to be served or pre-set by those consuming it.</p>	Low
Equipment used in Hayman Theatre and storage areas (e.g., workshop, props and wardrobe).	Contract COVID-19	Medium	<p>Handing of specialist equipment is to be restricted to individuals wherever possible (e.g., only the lighting operator touches the lighting board.) Maintain good hand hygiene when handling equipment- use hand sanitiser regularly.</p> <p>In the case of equipment that must be touched by multiple people, ensure that equipment is cleaned after touching has occurred.</p> <p>Plan for equipment handling to be confirmed by Hayman Theatre Production Coordinator and communicated to tutors, directors and stage managers.</p> <p>Ensure equipment is cleaned before transfer between individuals.</p>	Low

<p>Crew role-specific measures: Designers (Set, Costumes, Make-Up and Props)</p>	<p>Contract COVID-19</p>	<p>Medium</p>	<p>Actors to do their own makeup and dress themselves where ever possible.</p> <p>Designers and tech crew must maintain good hand hygiene when handling set pieces, props and costumes - use hand sanitiser regularly.</p> <p>Use wipes to clean props when they must be transferred between parties.</p>	<p>Low</p>
<p>Contact between actors during classes and rehearsals</p>	<p>Contract COVID-19</p>	<p>Medium</p>	<p>All contact between actors should be minimalised, or contact should be implied when possible.</p> <p>When contact occurs, actors must maintain hand hygiene - use hand sanitiser regularly.</p> <p>Contact should occur for 5 minutes maximum before a short break is taken.</p> <p>In the case of close facial contact, masks should be worn over the mouth and nose.</p> <p>Maintain physical distancing rules where ever possible.</p> <p>Actors to do own makeup and dress themselves whenever possible. When specialist make up needs to be applied, makeup artists should use disposable applicators or thoroughly clean applicators between use on multiple actors. Makeup artists should maintain good hand hygiene.</p>	<p>Low</p>
<p>Contact between actors and students during auditions</p>	<p>Contract COVID-19</p>	<p>Medium</p>	<p>Maintain physical distancing rules.</p> <p>When working on campus limit the total number of people to the revised maximum occupancy capacity of the room, as provided by Curtin Space Management.</p>	<p>Low</p>
<p>Contact with other students and instructors in</p>	<p>Contract COVID-19</p>	<p>Medium</p>	<p>Maintain physical distancing rules.</p>	<p>Low</p>

the Hayman Theatre Bio box			Limit the number of people to 3 working in the Bio box.	
Audiences	Contract COVID-19	Medium	<p>Audience members sit in every other seat. This will increase the audience bank capacity from previously approved 15 to 25, but still maintains the venue at well under the revised maximum occupancy capacity of 57, as provided by Curtin Space Management.</p> <p>Any non-Curtin student/staff audience member will provide standard information at booking that enables the facilitation of contact tracing (if necessary).</p>	Low

WE'RE IN THIS TOGETHER

It is up to **EVERYONE** to limit
the spread of COVID-19

Follow this simple checklist to keep
your work area safe and healthy.



Anyone who is unwell should
leave campus immediately
and seek medical advice.



Ensure the number of people
in the area complies with
current capacity guidelines.



Check that the
COVID-19 posters and/or
table top cards are placed
in your area.



Practice physical
distancing – stay
1.5 metres from others.



Ensure hand sanitiser
is readily available
nearby.



Check cleaning materials are
available (spray bottle, paper
towels and litter bins) and wipe
down shared surfaces and
equipment before use.

To report a suspected or confirmed COVID-19 case,
please contact our Safer Community Team as soon as possible on 4444.

For general COVID-19 queries and support
please reach out to covidconcern@curtin.edu.au

Participants: I/We have read this form and understand its contents			
Name (Print	Student ID	Date	Signature