

## TERMS OF REFERENCE – FST/FE Technical Advisory Group on Safer Systems (TAGSS)

The Federation of Scottish Theatre and Festivals Edinburgh are coming together to convene a Technical Advisory Group on Safer Systems, to support the route towards re-opening at viable scale for the performing arts across Scotland by sharing information and good practice widely across the sector and providing a focal point for discussion with national authorities.

This group will draw on the expertise of technical specialists identified through discussion with FST and FE members, to:

- **Research examples of Covid-safe systems for venue and event production** from across Scotland, UK and international counterparts, such as [BFC Filming Guidance](#).
- **Identify the key scenarios for which Covid-safe protocols are required** in Scotland to ensure the safe delivery of a range of performing arts events and productions across different scales and locations across Scotland, both inside venues and buildings and for outside spaces and stages.
- **Develop and publish a framework of templates** that provide technical production managers for venues, festivals and events with a concise and accessible checklist of legal requirements for Covid-safe management of performing arts events for each of the key scenarios. This document is an internal-facing document for managers, not a public-facing document or safety mark.
- Provide feedback and **advice to the Scottish Government** on the practical application of current and future Covid-19 guidance for the safe delivery of performing arts and festival/performance events in Scotland; and on other technical issues as may be required, including through liaison with the Culture, Tourism and Major Events team of Scottish Government and the Events Industry Advisory Group.
- Provide information, support and **advice to the performing arts, festival and performance events sector** in Scotland on issues relating to safe presentation of performance work to the public.

Through this work, it is anticipated that:

- Venues and events managers across Scotland will be in a better position to (re)-open their venue or present a festival or performance event for the public when regulations allow them to do so.
- The sector can demonstrate that it can operate safely and at scale when regulations allow it to do so.
- It will be easier for local authority Health and Safety Executive, Public Safety and other Health and Safety officers to assess the measures taken by each venue or festival manager to meet statutory requirements to operate in a Covid-safe way that is proportionate to their event/performance/venue.

- The safety of the public will be managed in a consistent and proportionate way in venues and at performance events across Scotland, and therefore public confidence will be increased.

### **Make-up and membership:**

The group will comprise circa 12 members drawn from Federation of Scottish Theatre (FST) and Festivals Edinburgh (FE) membership plus technical specialist advisers co-opted for specific meetings. FST/FE members should be staff with senior responsibility for and expertise in production, health and safety and/or customer service – e.g. Production and Technical/Operations/H&S/FOH personnel.

An initial membership list is attached separately with meeting papers.

### **Role of members:**

FST/FE members will need to be willing and able to attend regular meetings between February-September (tbc) to develop scenarios and checklists; identify and share examples of good practice; draft and/or advise on sections of checklists; be available to advise sector members; and be available as a sounding board to comment to Scottish Government on proposals around restrictions.

### **Key outputs:**

1. Research resulting in **examples of risk assessment/checklist templates** in use elsewhere across theatre /events sector
2. **Agreement of key items to be included in a TAGSS checklist** to cover all necessary safety measures
3. **Publication of a series of four TAGSS checklists** that can be used to support the work of production/operations managers putting on an event or performance with a live audience across a range of different scenarios:
  - Theatre/dance/performance/festival event **indoors in a traditional theatre space** – small to large scale
  - Theatre/dance/performance/festival event **indoors in a multi-use venue**, i.e. village hall, leisure centre, shared facility – small to large-scale
  - Theatre/dance/performance/festival event in a **sited, external site** – street theatre, temporary stage structure, promenade audience – small to large-scale
  - Theatre/dance/performance/festival event **inside in a non-cultural venue** – indoor performance in a temporary indoor space (e.g. shopping centres, churches, museums and galleries) – small to large-scale
4. Clarity about **how to use the TAGSS checklist** and **who is responsible for signing it off** internally and by external party, i.e. Local Authority officer
5. TAGSS **Advisory sessions** with FST/FE members on a regular basis or as required

6. **Communication enhanced** with SG officials about status and reality of delivery performances and events safely

Lucy Mason, FST/Julia Amour FE 05/02/20