

MERCURY

Risk Assessment Information for Schools Visiting the Mercury Theatre

The Mercury Theatre have a trained first aider as Duty Manager for every performance in both the Auditorium and Studio spaces alongside workshops and CPD's in our other spaces too.

Customer Experience Staff have radios on them at all times to ensure that any incident can be reported to the Duty Manager immediately.

In the event of evacuation, all those in customer areas of the building including the Auditorium, Studio and Creative Learning Space will need to evacuate the building and wait outside the Hole in the Wall pub on the opposite side of the road. Further details from our team will be provided to those evacuated.

For anyone at the back of the building and using our Dance Studio and Rehearsal Room spaces, the evacuation point is the Quaker House located next to the Colchester Arts Centre.

COVID RISK ASSESSMENT		Demonstration Data	Rev	A
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Activity	Customer Visits & Creative Engagement Activity						
Description of Activity							
Hazards & Potential Harm from Activity	Persons at Risk	Risk Before Controls		Existing and additional Controls to Reduce Risk	Residual Risk after Controls		
Spread of COVID-19 Coronavirus	Staff & Customers	Likelihood	5	Hand washing Facilities provided and hand washing guidance in place • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ posters in toilets paper towels to dry hands provided. Hand sanitiser at entrance and throughout the building. Masks - encouraged to be worn by all over age of 12 when moving around the building Signage to reinforce procedures	Likelihood	3	
		Severity	5		Severity	3	
		Risk Rating	25		Risk Rating	9	
		HIGH			MID		
Airborne/ Droplet Infection (e.g. through sneezing, coughing etc).		Likelihood	5	Adults and children over 12 will be asked to wear a facemask whilst moving around the building Re-enforce social distancing & sanitising rules at the start of the session and ensure those attending comply when asked.	Likelihood	3	
		Severity	5		Severity	3	
		Risk Rating	25		Risk Rating	9	

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		HIGH			MID	
Infection through person to person contact		Likelihood	5	Encourage no immediate person to person contact (e.g. shaking hands) or maintaining of Social Distancing of 2 meters.	Likelihood	3
		Severity	5		Severity	3
		Risk Rating	25		Risk Rating	9
		HIGH			MID	
Infection through person to object contact (e.g. door- handles, keypads etc)		Likelihood	5	Personal Hygiene – Regular washing of hands or use of hand sanitizer – on arrival everyone will be asked to sanitize their hands.When setting up the space staff will sanitize their hands and wear gloves to sanitize all surfaces and set out equipment. Gloves will be disposed of after use. Touch points will be sanitized before and after the session. When clearing down the space staff will sanitize their hands and wear gloves to sanitize all surfaces and set out equipment. Gloves will be disposed of after use.If individuals visit the toilet ensure hands are sanitized on their return	Likelihood	3
		Severity	5		Severity	3
		Risk Rating	25		Risk Rating	9
		HIGH			MID	
Inaccessible communication for those who are D/deaf, HoH, neurodiverse or differently abled.		Likelihood	5	Reiterate messaging. Check messaging has been understood. Use additional body language and hand gestures.	Likelihood	3
		Severity	5		Severity	3
		Risk Rating	25		Risk Rating	9
		HIGH			MID	
Slips/trips/falls during the visit		Likelihood	5	Duty Manager regularly assess customer areas before and ensure they are clear of any trip hazards. All spillages will be cleaned up immediately, and activities either stopped or moved away from the area until area is safe	Likelihood	3
		Severity	5		Severity	2
		Risk Rating	25		Risk Rating	6
		HIGH			LOW	

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First Aid		Likelihood	5	Adhere to Covid-19 protocols. On hand Customer Experience Staff to call the Duty Manager in an emergency (via radio) First Aid must only be administered by a trained member of the Mercury Theatre staff member. First Aider to be on site.	Likelihood	2
		Severity	5		Severity	3
		Risk Rating	25		Risk Rating	6
		HIGH			LOW	

Review procedures		Likelihood	5	Keep procedures up to date and accessible - all office protocols to be continuously reviewed by Senior Management. Risk assessment and protocols accessible to all staff via teams. COVID Monitor on duty each day to ensure protocols enforced. Refer to https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres Reviewed 4/1/21 due to new lockdown.	Likelihood	3
		Severity	5		Severity	3
		Risk Rating	25		Risk Rating	9
		HIGH			MID	

Ventilation		Likelihood	5	Our brand new air con system is in place in the dance studio, rehearsal room, creative learning space, studio theatre, café bar and dressing rooms and office and combines fresh air from outside into the room whilst also cooling. We also have CO2 monitors that automatically adjust the air flow and increase this if needed. It is therefore safe and a good preventative measure to use this during COVID measures as its circulates clean air into the space. Our Theatre has an air handling system which also pulls fresh air into the space. For the meeting rooms and green room, please have the doors or windows open when the space is in use, to ensure a clean flow of air. Remember to secure these after you leave.	Likelihood	3
		Severity	5		Severity	3
		Risk Rating	25		Risk Rating	9
		HIGH			MID	

		Likelihood	5	Cleaners - Daily cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Additional cleaning every 2 hours of touch points by COVID Monitor. All staff asked to wipe any shared equipment, toilet flush, door handle or cupboard doors after use.	Likelihood	3
		Severity	5		Severity	3
		Risk Rating	25		Risk Rating	9
		HIGH			MID	